

## **BOARD OF SUPERVISORS**

Dwight Ceresola, Vice Chair 1<sup>st</sup> District

Kevin Goss, 2<sup>nd</sup> District

Sharon Thrall, 3<sup>rd</sup> District

Greg Hagwood, 4<sup>th</sup> District

Jeff Engel, Chair 5<sup>th</sup> District

**AGENDA FOR REGULAR MEETING OF MARCH 16, 2021 TO BE HELD AT 10:00 A.M.  
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

[www.countyofplumas.com](http://www.countyofplumas.com)

**9:00 A.M. – COMMUNITY DEVELOPMENT COMMISSION**

### **AGENDA**

The Board of Supervisors welcomes you to its meetings which are regularly held on the first three Tuesdays of each month, and your interest is encouraged and appreciated.

Any item without a specified time on the agenda may be taken up at any time and in any order. Any member of the public may contact the Clerk of the Board before the meeting to request that any item be addressed as early in the day as possible, and the Board will attempt to accommodate such requests.

Any person desiring to address the Board shall first secure permission of the presiding officer. For noticed public hearings, speaker cards are provided so that individuals can bring to the attention of the presiding officer their desire to speak on a particular agenda item.

Any public comments made during a regular Board meeting will be recorded. The Clerk will not interpret any public comments for inclusion in the written public record. Members of the public may submit their comments in writing to be included in the public record.

**CONSENT AGENDA:** These matters include routine financial and administrative actions. All items on the consent calendar will be voted on at some time during the meeting under "Consent Agenda." If you wish to have an item removed from the Consent Agenda, you may do so by addressing the Chairperson.



**REASONABLE ACCOMMODATIONS:** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting please contact the Clerk of the Board at (530) 283-6170. Notification 72 hours prior to the meeting will enable the County to make reasonable arrangements to ensure accessibility. Auxiliary aids and services are available for people with disabilities.

## **STANDING ORDERS**

Due to the Coronavirus disease (COVID-19) Public Health Emergency, dated March 16, 2020, the County of Plumas is making several changes related to Board of Supervisors meetings to protect the public's health and prevent the disease from spreading locally.

California Governor Gavin Newsom issued Executive Order N-29-20 on March 17, 2020, relating to the convening of public meetings in response to the COVID-19 pandemic.

Pursuant to the Executive Order, and the Governor's temporary partial exemptions to the Brown Act, and to maintain the orderly conduct of the meeting, the County of Plumas members of the Board of Supervisors may attend the meeting via teleconference or phone conference and participate in the meeting to the same extent as if they were physically present. Due to the Governor's temporary, partial exemption to the Brown Act, the Boardroom will be open to the public but subject to social distancing requirements, which limit the number of people that may enter to 25% of room capacity. Those that wish to attend the Board meeting, will be required to wear a face covering, as required by the local Public Health Officer order. The public may participate as follows:

### **Live Stream of Meeting**

Members of the public who wish to watch the meeting, are encouraged to view it [LIVE ONLINE](#)

### **ZOOM Participation**

The Plumas County Board of Supervisors meeting is accessible for public comment via live streaming at: <https://zoom.us/j/94875867850?pwd=SGISeGpLVG9wQWtRSnNUM25mczlvZz09> or by phone at: Phone Number 1-669-900-9128; Meeting ID: 948 7586 7850. Passcode: 261352

### **Public Comment Opportunity/Written Comment**

Members of the public may submit written comments on any matter within the Board's subject matter jurisdiction, regardless of whether the matter is on the agenda for Board consideration or action. Comments will be entered into the administrative record of the meeting.

Members of the public are strongly encouraged to submit their comments on agenda and non-agenda items using e-mail address [Public@countyofplumas.com](mailto:Public@countyofplumas.com)

10:00 A.M.    **CALL TO ORDER/ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**ADDITIONS TO OR DELETIONS FROM THE AGENDA**

### **PUBLIC COMMENT OPPORTUNITY**

Matters under the jurisdiction of the Board, and not on the posted agenda, may be addressed by the general public at the beginning of the regular agenda and any off-agenda matters before the Board for consideration. However, California law prohibits the Board from taking action on any matter which is not on the posted agenda unless it is determined to be an urgency item by the Board of Supervisors. Any member of the public wishing to address the Board during the "Public Comment" period will be limited to a maximum of 3 minutes.

### **DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS**

Brief announcements by, or brief reports on their activities by County Department Heads

## ACTION AGENDA

### 1. **PUBLIC HEALTH AGENCY** – Andrew Woodruff

Report and update on COVID-19; receive report and discussion

### 2. **CONSENT AGENDA**

These items are expected to be routine and non-controversial. The Board of Supervisors will act upon them at one time without discussion. Any Board members, staff member or interested party may request that an item be removed from the consent agenda for discussion. Additional budget appropriations and/or allocations from reserves will require a four/fifths roll call vote.

#### A) **FACILITIES**

Approve and authorize Chair to sign Memorandums of Understanding between Plumas County and Plumas Unified School District for the use of Greenville Town Hall and Veterans Memorial Hall, in case of emergencies; approved as to form by County Counsel [View Item](#)

#### B) **PLANNING**

- 1) Adopt **RESOLUTION** authorizing application for, and receipt of, Local Government Local Early Action Planning Grant Program (LEAP) funds; approved as to form by County Counsel [View Item](#)
- 2) Adopt **RESOLUTION** authorizing application for, and receipt of, Local Government Regional Early Action Planning Grant Program (REAP) funds; approved as to form by County Counsel [View Item](#)

#### C) **PUBLIC HEALTH**

- 1) Approve and authorize Chair to sign agreement between Plumas County and Plumas County Office of Education, not to exceed \$10,000.00, effective October 1, 2020; approved as to form by County Counsel [View Item](#)
- 2) Approve and Authorize Chair to sign the following agreements related to the Hospital Preparedness Program for Fiscal Year 2020-2021, effective July 1, 2020: Seneca Health Care District, in the amount of \$20,000.00; Plumas District Hospital, in the amount of \$20,000.00; Regional Emergency Medical Services, in the amount of \$3,100.00; and Northern California Emergency Medical Services, in the amount of \$11,225.40; approved as to form by County Counsel [View Item](#)

#### D) **SOCIAL SERVICES** [View Item](#)

Approve Plumas County's Fourth Update of System Improvement Plan for Child Welfare Services; and authorize Director of Social Services to submit the update to the State Department of Social Services

#### E) **HUMAN RESOURCES** [View Item](#)

Adopt **RESOLUTION** adopting Plumas County's Pay Schedule, amending job classification wage ranges for Director of Public Health

### 3. **DEPARTMENTAL MATTERS**

#### A) **AUDITOR** – Roberta Allen

Approve and ratify Purchasing Agent's signature on agreement between Plumas County and MGT of America, Inc., not to exceed \$8,400.00 per year, with two (2) possible subsequent one-year terms; approved as to form by County Counsel; Discussion and possible action [View Item](#)

#### B) **BEHAVIORAL HEALTH** – Tony Hobson

Authorize Behavioral Health to recruit and fill vacant, funded and allocated 1.0 FTE Behavioral Health Office Supervisor; Discussion and possible action [View Item](#)

C) **CLERK-RECORDER** - Marcy DeMartile

- 1) Authorize Clerk-Recorder to recruit and fill, soon to be vacant, funded and allocated 1.0 FTE Deputy Clerk-Recorder; and authorize a one week overlap to allow for training; Discussion and possible action [View Item](#)
- 2) Authorize supplemental budget of \$1,040.15 for receipt of unanticipated revenue from California Secretary of State for COVID reimbursement; and approve appropriation of \$1,040.15 to overtime wages; **Four/Fifths required roll call vote** [View Item](#)

D) **FACILITIES** – Kevin Correira

- 1) Authorize Facility Services to reallocate funds in Capital Improvement budget to other projects, as proposed; Discussion and possible action [View Item](#)

E) **FAIRGROUNDS** – John Steffanic

Approve bids and authorize Fair & Event Manager to purchase fixed assets: lawn mower, not to exceed \$21,686.58; carpet & vinyl flooring, not to exceed \$11,105.00; Wireless P.A. System, not to exceed \$16,175.00; and authorize Chair to sign purchase agreements subject to approval by County Counsel; **Four/Fifths roll call vote** [View Item](#)

F) **PLANNING** – Tracey Ferguson

- 1) Adopt **RESOLUTION**, 2021 Winter Plumas County General Plan Amendment, The Brewing Lair, Richard and Susan DeLano and Mountain Goat Farmstead, LLC (GPA 7-18/19-01) and Alec and Rhonda Dieter (GPA 8-19/20-01); **Roll call vote** [View Item](#)
- 2) Adopt **ORDINANCE**, first introduced on March 9, 2021, General Plan Amendment Zoning Ordinance, Alec and Rhonda Dieter Rezoning and General Plan Amendment; GPA 8-19/20-21; **Roll call vote** [View Item](#)
- 3) Adopt **ORDINANCE**, first introduced on March 9, 2021, General Plan Amendment Zoning Ordinance, The Brewing Lair Rezoning and General Plan Amendment; GPA 7-18/19-01; **Roll call vote** [View Item](#)
- 4) Rock Creek-Cresta Project (FERC No. 1962), Plan and schedule to Complete Additional Reasonable Control Measures Report; Discussion and possible action [View Item](#)
- 5) Review 2020 General Plan Annual Progress Report; accept the report and direct staff to send a copy to the Governor's Office of Planning and Research (OPR) and the State Department of Housing and Community Development (HCD); Discussion and possible action [View Item](#)

G) **PUBLIC HEALTH** – Andrew Woodruff

- 1) Authorize Chair to sign Letter of Intent (LOI) to the Department of Health Care Services (DHCS) indicating Plumas County's intent to transition to a local Medi-Cal Managed Care Plan (MCP); Discussion and possible action [View Item](#)
- 2) Adopt **RESOLUTION** to Amend the Fiscal Year 2020-2021 County Personnel Allocation Budget Units 70560, Health Coordinator I/II; 70561, Health Education Specialist; and 70566 Community Outreach Coordinator positions, effective March 22, 2021, approved by the Director of Human Resources [View Item](#)
- 3) Authorize supplemental budget request of \$50,000.00 for receipt of unanticipated revenue from CARES funding, to Senior Nutrition household expenses and food; **Four/Fifths required roll call vote** [View Item](#)

H) **TREASURER-TAX COLLECTOR** – Julie White

- 1) Authorize Treasurer-Tax Collector to recruit and fill vacant, funded and allocated 1.0 FTE Tax Specialist I/II; Discussion and possible action [View Item](#)
- 2) Authorize Treasurer-Tax Collector to waive Itinerate Vender fees and finger printing fees for Saturday Morning Market; Discussion and possible action [View Item](#)

I) **COUNTY ADMINISTRATOR** – Gabriel Hydrick

Authorize the County Administrator to issue a Request for Proposal (RFP) for Professional Redistricting & Demographic Consultant Services to evaluate the County's 2020 United States Census data and Supervisorial District boundaries, approved as to form by County Counsel; Discussion and possible action [View Item](#)

**4. BOARD OF SUPERVISORS**

- A) Approve and authorize Chair to sign Amended Employment Agreement for Director of Behavioral Health, approved as to form by County Counsel; Discussion and possible action
- B) Appoint Heidi Putnam to Clerk of the Board of Supervisors; and approve and authorize Chair to sign Employment Agreement, approved as to form by County Counsel; Discussion and possible action
- C) Adopt **RESOLUTION** regarding Deputy Clerk of the Board
- D) Correspondence
- E) Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations

**5. CLOSED SESSION**

**ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION**

**Convene as the Flood Control & Water Conservation District Governing Board**

**FLOOD CONTROL & WATER CONSERVATION DISTRICT**

- A. Conference with real property negotiator, Robert Perreault, County Engineering and Manager, regarding sale of water by the District

**Adjourn as the Flood Control & Water Conservation District Governing Board and reconvene as the Board of Supervisors**

**1:00 P.M. AFTERNOON SESSION**

**6. CLOSED SESSION**

**ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION**

- B. Personnel: Public employee appointment or employment – Director of Public Health

**REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)**

- C. Personnel: Public employee appointment or employment – Director of Behavioral Health

- D. Personnel: Public employee appointment or employment – Clerk of the Board

- E. Personnel: Public employee appointment or employment – Deputy Clerk of the Board

- F. Conference with real property negotiator, Gabriel Hydrick, County Administrator regarding facilities: APN 115-023-019, 455 Main Street, Quincy

- G. Conference with Legal Counsel: Claim against the County filed by Lance William Hatfield, January 29, 2021

- H. Conference with Legal Counsel: Initiating litigation pursuant to Subdivision (c) of Government Code Section 54956.9 (one case)
- I. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9
- J. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Administrative Unit; Sheriff's Department Employees Association; Operating Engineers Local #3; Confidential Employees Unit; Probation; Unrepresented Employees and Appointed Department Heads

**REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)**

**ADJOURNMENT**

Adjourn meeting to Tuesday, April 6, 2021, Board of Supervisors Room 308, Courthouse, Quincy, California



## DEPARTMENT OF FACILITY SERVICES & AIRPORTS

198 ANDY'S WAY, QUINCY, CALIFORNIA 95971-9645  
(530) 283-6299 FAX: (530) 283-6103



**Kevin Correira**  
Director

Board Meeting: March 16, 2021

To: The Honorable Board of Supervisors

From: Kevin Correira, Director

Subject: Approve and Authorize board chair to sign MOU's between the county and Plumas Unified School District for the use of the Greenville Town Hall and the Veterans Memorial hall in Chester for Emergencies

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### Background

The Plumas Unified School District would like to renew their MOU's to use the Greenville Town Hall and the Veterans Memorial hall in Chester in case of Emergencies

### Recommendation

Approve and Authorize board chair to sign updated MOU's



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## BOARD OF SUPERVISORS STAFF REPORT

TO: Honorable Board of Supervisors

FROM: Tracey Ferguson, AICP, Planning Director *T.F.*

MEETING DATE: March 16, 2021

SUBJECT: CONSENT ITEM: AUTHORIZING APPLICATION FOR, AND RECEIPT OF, LOCAL GOVERNMENT LOCAL EARLY ACTION PLANNING (LEAP) GRANT PROGRAM FUNDS

### BACKGROUND:

The California Department of Housing and Community Development (HCD) announced the release of a Notice of Funding Availability (NOFA) in January 2020 for approximately \$119,040,000 as part of the LEAP Grant Program. LEAP is made available as a portion of the Local Government Planning Support Grants Program pursuant to Chapter 3.1 of Health and Safety Code (Sections 50515.03 (Chapter 159, Statutes of 2019).

LEAP provides funding to jurisdictions for the preparation and adoption of planning documents, process improvements that accelerate housing production, and facilitate compliance in implementing the 6<sup>th</sup> cycle of the regional housing needs allocation RHNA.

LEAP is part of a broader program formerly known as the Local Government Planning Support Grants Program, which was established as part of the 2019-20 CA Budget Act. The 2019-20 CA Budget Act provides a spectrum of support, incentives, resources and accountability to meet California's housing goals. Some specific elements include:

- Planning Support (local and regional planning grants)
- Incentives (pro-housing preference and infill incentive grants)
- Funding Resources
- Accountability (penalties for noncompliant housing plans)
- Reform (collaborative processes to reform regional housing needs)

**Small localities, defined as those jurisdictions with less than 20,000 population, such as Plumas County, can receive a maximum award of \$65,000.**

Proposed activities include funding for Planning staff to complete 6<sup>th</sup> cycle Housing Element programs to update zoning code to accelerate the production of affordable housing and funding for planning documents (as may be needed) to promote development of County surplus lands for residential development.

### RECOMMENDATION:

Approve and authorize Chair to sign Resolution authorizing application for, and receipt of, Local Government Local Early Action Planning Grant Program (LEAP) funds; approved as to form by County Counsel.

RESOLUTION NO. 2021-\_\_\_\_\_

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF PLUMAS  
AUTHORIZING APPLICATION FOR, AND RECEIPT OF, LOCAL GOVERNMENT  
LOCAL EARLY ACTION PLANNING GRANT PROGRAM (LEAP) FUNDS**

**WHEREAS**, pursuant to Health and Safety Code 50515 et. Seq, the Department of Housing and Community Development (Department) is authorized to issue a Notice of Funding Availability (NOFA) as part of the Local Government Planning Support Grants Program (hereinafter referred to by the Department as the Local Early Action Planning Grants program or LEAP);

**WHEREAS**, the Board of Supervisors of the County of Plumas desires to submit a LEAP grant application package ("Application"), on the forms provided by the Department, for approval of grant funding for projects that assist in the preparation and adoption of planning documents and process improvements that accelerate housing production and facilitate compliance to implement the sixth cycle of the regional housing need assessment; and

**WHEREAS**, the Department has issued a NOFA and Application on January 27, 2020 in the amount of \$119,040,000 for assistance to all California Jurisdictions.

**NOW, THEREFORE, THE BOARD OF SUPERVISORS OF PLUMAS COUNTY ("Applicant")  
RESOLVES AS FOLLOWS:**

**SECTION 1.** The County Administrator is hereby authorized and directed to apply for and submit to the Department the Application package;

**SECTION 2.** In connection with the LEAP grant, if the Application is approved by the Department, the County Administrator of the County of Plumas is authorized to submit the Application, enter into, execute, and deliver on behalf of the Applicant, a State of California Agreement (Standard Agreement) for the amount of \$65,000, and any and all other documents required or deemed necessary or appropriate to evidence and secure the LEAP grant, the Applicant's obligations related thereto, and all amendments thereto; and

**SECTION 3.** The Applicant shall be subject to the terms and conditions as specified in the NOFA, and the Standard Agreement provided by the Department after approval. The Application and any and all accompanying documents are incorporated in full as part of the Standard Agreement. Any and all activities funded, information provided, and timelines represented in the Application will be enforceable through the fully executed Standard Agreement. Pursuant to the NOFA and in conjunction with the terms of the Standard Agreement, the Applicant hereby agrees to use the funds for eligible uses and allowable expenditures in the manner presented and specifically identified in the approved Application.

**ADOPTED** at a regular meeting of the Board of Supervisors of the County of Plumas  
this \_\_\_\_\_ day of \_\_\_\_\_, 2021 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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Jeff Engel  
Chair, Board of Supervisors

**ATTEST:**

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Clerk of said Board of Supervisors



A red, stylized logo consisting of the numbers "332" with a horizontal line through the middle of the "3".

## BOARD OF SUPERVISORS STAFF REPORT

**TO:** Honorable Board of Supervisors *(T.F.)*

**FROM:** Tracey Ferguson, AICP, Planning Director

**MEETING DATE:** March 16, 2021

**SUBJECT:** CONSENT ITEM: AUTHORIZING APPLICATION FOR, AND RECEIPT OF, LOCAL GOVERNMENT REGIONAL EARLY ACTION PLANNING (REAP) GRANT PROGRAM FUNDS

### **BACKGROUND:**

The California Department of Housing and Community Development (HCD) released a Notice of Funding Availability (NOFA) in February 2020 for approximately \$118,750,000 as part of the Regional Early Action Planning Grant Program (REAP). REAP is made available as a portion of the Local Government Planning Support Grants Program pursuant to Chapter 3.1 of Health and Safety Code (Sections 50515 to 50515.05) (Chapter 159, Statutes of 2019).

The principal goal of REAP is to make funding available to councils of governments and other regional entities for the preparation, adoption, and implementation of plans and processes that accelerate housing production and facilitate compliance in implementing the 6<sup>th</sup> cycle of the regional housing needs allocation (RHNA).

REAP is part of a broader program formerly known as the Local Government Planning Support Grants Program, which was established as part of the 2019-20 Budget Act. The 2019-20 CA Budget Act provides a spectrum of support, incentives, resources, and accountability to meet California's housing goals. Some specific elements include:

- Local and regional planning grants (LEAP and REAP)
- Pro-housing preference on funding applications
- Additional funding resources
- Accountability (penalties for noncompliant housing plans)
- Reform (collaborative processes to reform regional housing needs)

**Plumas County's non-competitive allocation is an award of \$121,517.**

Proposed activities include funding for readiness (e.g., pre-development costs and planning entitlements) of the Plumas-Sierra County No Place Like Home (NPLH) proposed future permanent supportive housing project.

### **RECOMMENDATION:**

Approve and authorize Chair to sign Resolution authorizing application for, and receipt of, Local Government Regional Early Action Planning Grant Program (REAP) funds; approved as to form by County Counsel.

**RESOLUTION NO. 2021-**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF PLUMAS  
AUTHORIZING APPLICATION FOR, AND RECEIPT OF, LOCAL GOVERNMENT  
REGIONAL EARLY ACTION PLANNING GRANT PROGRAM (REAP) FUNDS**

**A necessary quorum and majority** of the Supervisors of the County of Plumas ("Applicant") hereby consents to, adopts and ratifies the following resolution:

- A. WHEREAS**, the Department is authorized to provide up to \$125,000,000 under the Local Government Planning Support Grants Program (LGPSGP) to Councils of Governments and other Regional Entities ("Applicant") (as described in Health and Safety Code section 50515.02);
- B. WHEREAS**, the State of California (the "State"), Department of Housing and Community Development ("Department") issued a Notice and Opportunity for Funding Allocation Application (NOFA) on February 18, 2020 (Local Government Planning Support Grants Program);
- C. WHEREAS**, Applicant is a Council of Governments or Regional Entity eligible to apply for an allocation pursuant to Health and Safety Code section 50515.02(a) to develop and accelerate the implementation of the requirements contained in the Council of Governments or Regional Entity's application pursuant to Health and Safety Code section 50515.02(d)(1) including the development of an education and outreach strategy related to the sixth cycle regional housing need allocation; and
- D. WHEREAS**, the Department shall approve the allocation request, subject to the terms and conditions of Eligibility, NOFA, which includes the guidelines and program requirements, and the Standard Agreement by and between the Department and Local Government Planning Support Grant Recipients.

**NOW THEREFORE BE IT RESOLVED THAT:**

1. The County of Plumas is hereby authorized pursuant to Health and Safety Code section 50515.02(a) and directs County Administrator to request an allocation pursuant to the Department's calculation in accordance with the population estimates consistent with the methodology described in subdivision (a) of Section 50515.03. Each council of governments or other regional entity may, in consultation with the Department and consistent with program requirements, determine the appropriate use of funds or suballocations within its boundaries to appropriately address its unique housing and planning priorities;
2. The County Administrator is authorized to execute the **Allocation Application**, on behalf of the County of Plumas as required by the Department for receipt of LGPSGP funds by submitting the following information:
  - (a) An allocation budget for the funds provided pursuant to this section.
  - (b) The amounts retained by the council of governments, regional entity, or county, and any suballocations to jurisdictions.
  - (c) An explanation of how proposed uses will increase housing planning and facilitate local housing production.

(d) Identification of current best practices at the regional and statewide level that promote sufficient supply of housing affordable to all income levels, and a strategy for increasing adoption of these practices at the regional level, where viable.

(e) An education and outreach strategy to inform local agencies of the need and benefits of taking early action related to the sixth cycle regional housing need allocation;

3. When the County of Plumas receives its allocation of LGPSP funds in the authorized maximum amount of \$121,517 from the Department pursuant to the above referenced Allocation Application, it represents and certifies that it will use all such funds only for eligible activities as set forth in Health and Safety Code section 50515.02(e), as approved by the Department and in accordance with all LGPSP requirements, NOFA guidelines, all applicable state and federal statutes, rules, regulations, and the Standard Agreement executed by and between the Applicant, County of Plumas, and the Department; and

4. The County Administrator is authorized to enter into, execute and deliver a State of California Standard Agreement for the maximum amount of \$121,517, and any and all other documents required or deemed necessary or appropriate to evidence and secure the LGPSP allocation, the County of Plumas' obligations related thereto and all amendments the Department deems necessary and in accordance with LGPSGP.

**ADOPTED** at a regular meeting of the Board of Supervisors of the County of Plumas this \_\_\_\_\_ day of \_\_\_\_\_, 2021 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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**Jeff Engel**  
Chair, Board of Supervisors

**ATTEST:**

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**Clerk of said Board of Supervisors**





# PCPHA

PLUMAS COUNTY PUBLIC HEALTH AGENCY



*Growing Healthy Communities*

**Date:** February 10, 2021

**To:** Honorable Board of Supervisors

**From:** Andrew Woodruff

**Agenda:** Item for March 16, 2021

**Recommendation:** Approve and direct the Chair to sign agreement #SNAP2021PCOE with Plumas County office of Education for activities related to the SNAP-Ed Program for Fiscal Year 2020-2021; and approve ratification of payments of the services rendered to date.

**Background Information:** The goal of the SNAP-Ed Program is to provide Supplemental Nutrition Assistance Program Nutrition Education (SNAP-Ed). Participants, those eligible up to 185 percent Federal Poverty Level (FPL), are educated and receive support to consume healthy foods and beverages, reduce consumption of less healthy foods and beverages and to increase physical activity. These are the behavioral outcomes that the U.S. Department of Agriculture (USDA) expects and have the potential to reduce the prevalence of obesity and the onset of related chronic diseases in the SNAP-Ed population.

**Fiscal Impact:** This agreement is fully funded through the SNAP Education Grant so there is no financial impact on the County General Fund. The funding is included in the 2020-2021 County Budget as follows: Budget Unit 70560 (Public Health) Line Item 521900 (Professional Services).

The agreement has been reviewed and approved by the Office of the County Counsel.

Please contact me should you have any questions, or need additional information. Thank you.





# PCPHA

PLUMAS COUNTY PUBLIC HEALTH AGENCY



*Growing Healthy Communities*

**Date:** January 26, 2021

**To:** Honorable Board of Supervisors

**From:** Andrew Woodruff

**Agenda:** Item for March 16, 2021

**Recommendation:** Approve and direct the Chair to sign the following service agreements related to the Hospital Preparedness Program for Fiscal Year 2020-2021; and ratify agreements effective July 1, 2020, approved as to form by County Counsel.

HPP2021SHD -COVID	Seneca Health Care District	\$20,000.00
HPP2021PDH-COVID	Plumas District Hospital	\$20,000.00
HPP2021REMSA-COVID	Regional Emergency Med. Services	\$ 3,100.00
HPP2021NORCAL-COVID	Northern California EMS	\$11,225.40

**Background:** As the Board may recall, Plumas County Public Health Agency receives funding each year from the California Department of Health Services, Emergency Preparedness Office to improve local public health department preparedness and ability to respond to bioterrorism for the Hospital Preparedness Program. Often, in an effort to work effectively and efficiently Public Health contracts with providers to extend programs and/or provide services for various programs.

**Fiscal Impact:** There is no financial impact on the County General Fund, as these subcontracts are fully funded by the Hospital Preparedness Program through Public Health.

Please contact me if you have questions, or need additional information. Thank you.



# DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN



Courthouse Annex, 270 County Hospital Road, Suite 207, Quincy, California 95971

**NEAL CAIAZZO**  
DIRECTOR

(530) 283-6350  
Fax: (530) 283-6368  
Toll Free: (800) 242-3338

DATE: MARCH 1, 2021

TO: HONORABLE BOARD OF SUPERVISORS

FROM: NEAL CAIAZZO, DIRECTOR  
DEPARTMENT OF SOCIAL SERVICES

SUBJ: BOARD AGENDA ITEM FOR MARCH 16, 2021, CONSENT AGENDA

RE: APPROVAL OF PLUMAS COUNTY'S FOURTH UPDATE OF SYSTEM  
IMPROVEMENT PLAN FOR CHILD WELFARE SERVICES

### **It is Recommended that the Board of Supervisors**

1. Approve the Plumas County Child Welfare Services 2015-2019 System Improvement Plan Update for the California Child and Family Services Outcome and Accountability System and authorize the Chair to sign the Plan.
2. Authorize the Director of the Department of Social Services to submit the update to the State Department of Social Services.

### **Background and Discussion**

Assembly Bill 636 (Steinberg), Chapter 678, Statutes of 2001, enacted the Child Welfare Services Outcome and Accountability Act of 2001. This law establishes outcome and accountability mechanisms for California's Child Welfare Services programs. The outcome assessment mechanisms are targeted toward strengthening the accountability system used to monitor and assess the quality of services provided on behalf of abused and neglected children.

The California Outcome and Accountability System (COAS) operates on a philosophy of continuous quality improvement, interagency partnerships, community involvement and public reporting of outcomes. Previous Board agenda items have apprised your Board of the Department's efforts directed toward interagency partnerships (such as the Differential Response Collaborative) and toward community involvement in our outcome improvement efforts (such as the Peer Quality Review Process).

In accordance with the requirements of AB 636, the Department of Social Services in conjunction with the Probation Department conducted a fourth triennial self-assessment of our Child Welfare system.

A follow-up stakeholders meeting that generated recommendations for both the Department of Social Services and Probation Department that would improve wellness of families and factors that would improve safety and permanence for children.

Briefly, some of the elements of our improvement plan include the following:

- Improving the availability of parenting education in the community.
- Providing in-home parenting using the evidence based Nurturing Families curriculum.
- Providing life skills training for parents with children in the CPS system.
- Utilizing wellness centers in the communities to improve connections with parents and children in the CWS system.

### **Other Agency Involvement**

The self assessment process is targeted primarily to Child Welfare Services but also applies to the Probation Department due to their role as a placing agency. The self assessment is signed by both the Social Services Director and the Chief Probation Officer. Many other community-based and public organizations have contributed to our system improvement planning efforts:

- Plumas County Health Department
- Plumas Children's Council (Child Abuse Prevention Council)
- Plumas Crisis Intervention Resource Center
- Environmental Alternatives Foster Family Agency
- Parent/Family Advocates
- Greenville Rancheria
- Plumas Rural Services
- Mountain Circle Foster Family Agency
- Court Appointed Special Advocate Agency (CASA)
- Plumas Unified School District
- ILP Coordinator
- Healthy Touch Coordinator

### **Document Availability**

Due to the considerable length of the County System Improvement Plan (the full document is 55 pages) an electronic copy has been made available to all Board members via e-mail. The Clerk to the Board will maintain a hard copy for public and Board member review.

Copies: (cover memo only): Ms. Erin Metcalf, Chief Probation Officer  
PCDSS Management Staff

# California - Child and Family Services Review

## Annual SIP Progress Report

2019



## Table of Contents

INTRODUCTION	PAGE 3
SIP NARRATIVE:	PAGE 5
A. SIP STAKEHOLDERS PARTICIPATION	PAGE 5
B. CURRENT PERFORMANCE TOWARDS SIP IMPROVEMENT GOALS	PAGE 6
C. STATUS OF STRATEGIES	PAGE 16
D. OBSTACLES AND BARRIERS TO FUTURE IMPLEMENTATION	PAGE 25
E. PROMISING PRACTICES/OTHER SUCCESSES	PAGE 26
F. OUTCOME MEASURES NOT MEETING STATE/NATIONAL STANDARDS	PAGE 33
G. STATE/FEDERALLY MANDATED CHILD WELFARE/PROBATION INITIATIVES	PAGE 34
ATTACHMENTS	
FIVE-YEAR SIP CHART .....	PAGE 40

# Introduction

## **BACKGROUND – CHILD AND FAMILY SERVICES REVIEW**

In 1994, amendments to the Social Security Act (SSA) authorized the U.S. Department of Health and Human Services (HHS) to review state child and family service programs' conformity with the requirements in Titles IV-B and IV-E of the SSA. In response, the Federal Children's Bureau initiated the Child and Family Services Reviews (CFSR) nationwide in 2000. It marked the first time the federal government evaluated state child welfare service programs using performance-based outcome measures in contrast to solely assessing indicators of processes associated with the provision of child welfare services.

California was first reviewed by the Federal Health and Human Services Agency in 2002 and began its first round of the CFSRs in the same year. Ultimately, the goal of these reviews is to help states achieve consistent improvement in child welfare service delivery and outcomes essential to the safety, permanency, and well-being of children and their families.

## **CALIFORNIA CHILD AND FAMILY SERVICES REVIEW (C-CFSR)**

The California Child and Family Services Review (C-CFSR), an outcomes-based review mandated by the Child Welfare System Improvement and Accountability Act (Assembly Bill 636), was passed by the state legislature in 2001. The goal of the C-CFSR is to establish and subsequently strengthen a system of accountability for child and family outcomes resulting from the array of services offered by California's Child Welfare Services and Probation. As a state-county partnership, this accountability system is an enhanced version of the federal oversight system mandated by Congress to monitor states' performance, and is comprised of multiple elements.

## **QUARTERLY OUTCOME AND ACCOUNTABILITY DATA REPORTS**

The California Department of Social Services (CDSS) issues quarterly data reports which include key safety, permanency and well-being outcomes for each county. These quarterly reports provide summary-level federal and state program measures that serve as the basis for the C-CFSR and are used to track performance over time. Data are used to inform and guide both the assessment and planning processes, and are used to analyze policies and procedures. This



level of evaluation allows for a systematic assessment of program strengths and limitations in order to improve service delivery. Linking program processes or performance with federal and state outcomes helps staff to evaluate their progress and modify the program or practice as appropriate. Information obtained can be used by program managers to make decisions about future program goals, strategies, and options. In addition, this reporting cycle is consistent with the notion that data analysis of this type is best viewed as a continuous process, as opposed to a one-time activity for the purpose of quality improvement.

### **COUNTY SELF-ASSESSMENT AND PEER REVIEW**

The County Self-Assessment (CSA) is a comprehensive review of each county's Child Welfare Services (CWS) and Probation and affords an opportunity for the quantitative analysis of child welfare data. Embedded in this process is the Peer Review (PR), formerly known as the Peer Quality Case Review (PQCR). The design of the PR is intended to provide counties with issue-specific, qualitative information gathered by outside peer experts. Information garnered through intensive case worker interviews and focus groups helps to illuminate areas of program strength, as well as those in which improvement is needed.

In 2015, Plumas County completed its Peer Review. The process incorporates input from various child welfare and Probation Peers and reviews the full scope of child welfare and juvenile probation services provided within the county. The CSA is developed every five years by the lead agencies in coordination with their local community and prevention partners, whose fundamental responsibilities align with CWS' and Probations' view of a continual system of improvement and accountability. The CSA includes a multidisciplinary needs assessment to be conducted once every five years. Largely, information gathered from both the CSA and the Peer Review serves as the foundation for the County System Improvement Plan.

### **SYSTEM IMPROVEMENT PLAN**

Incorporating data collected through the Peer Review and the CSA, the final component of the C-CSFR is the System Improvement Plan (SIP). The SIP serves as the operational agreement between the county and state, to outline how the county will improve its systems to provide better outcomes for children, youth and families. Quarterly county data reports, quarterly monitoring by CDSS, and annual SIP progress reports are the mechanism for tracking a county's progress. The SIP is developed every five years by the lead agencies in collaboration with their local community and prevention partners. The SIP includes specific action steps,



timeframes, and improvement targets and is approved by the Board of Supervisors (BOS) and CDSS. The plan is a commitment to specific measurable improvements in performance outcomes that the county will achieve within a defined timeframe including prevention strategies. Counties, in partnership with the state, utilize quarterly data reports to track progress. The process is a continuous cycle and the county systematically attempts to improve outcomes. The SIP is updated yearly and thus, becomes one mechanism through which counties report on progress toward meeting agreed upon improvement goals. This report is Plumas County's Fourth annual report on the Child Welfare and Probation Services progress toward improving outcomes.

## SIP Progress Narrative

### A. STAKEHOLDERS PARTICIPATION

1. Stakeholder Participation has occurred on an ongoing basis, primarily through the monthly Children's Council meetings where stakeholders attend. The primary stakeholders include: Plumas Rural Services (parenting education, parent/child interaction therapy (PCIT) and mental health treatment), Plumas Crisis Intervention and Resource Center (housing), Behavioral Health (mental health and drug and alcohol treatment), Environmental Alternatives (Independent Living Program (ILP)), Health Department (Public Health Nurse, Health Services), First 5 (Early Intervention Services), and Plumas Unified School District (educational services). The Child Welfare Program Manager reviews current SIP and Prevention Services and discusses successes, trends, and obstacles in delivering services. There is ongoing feedback and discussion on how contracted services are impacting Plumas County's outcomes for children. There is also feedback on whether services should continue, or if they should be modified to address an outcome area.
2. Stakeholder participation occurs quarterly with service providers. These meetings occur at the Department of Social Services or at the Service Provider's location. The focus of these meetings is effectiveness of programs, utilization, and adherence to program goals. It is during these meetings that data and trends are

reviewed. It is also a time to review whether program adjustments should be made or if increases and/or decreases in services should occur.

## **B. CURRENT PERFORMANCE TOWARDS SIP IMPROVEMENT GOALS CHILD WELFARE SERVICES**

For the purposes of this section of this report:

1. All baseline data is taken from California Child Welfare Indicators Project (CCWIP): Needell, B., Webster, D., Armijo, M., Lee, S., Dawson, W., Magruder, J., Exel, M., Cuccaro-Alamin, S., Putnam-Hornstein, E., King, B., Morris, Z., Sandoval, A., Yee, H., Mason, F., Benton, C., & Pixton, E. (2015). *CCWIP reports*. April 2014 Quarterly Data Report, Quarter 4, Retrieved(2015), from University of California at Berkeley California Child Welfare Indicators Project website. URL: [http://cssr.berkeley.edu/ucb\\_childwelfare](http://cssr.berkeley.edu/ucb_childwelfare)
2. All current performance data is taken from California Child Welfare Indicators Project: Needell, B., Webster, D., Armijo, M., Lee, S., Dawson, W., Magruder, J., Exel, M., Cuccaro-Alamin, S., Putnam-Hornstein, E., King, B., Morris, Z., Sandoval, A., Yee, H., Mason, F., Benton, C., & Pixton, E. (2019). CCWIP reports. April 2019 Data Extract, Quarter 4 2018, Retrieved from University of California at Berkeley California CHILD WELFARE INDICATORS PROJECT WEBSITE. URL: [HTTP://CSSR.BERKELEY.EDU/UCB\\_CHILDWELFARE](HTTP://CSSR.BERKELEY.EDU/UCB_CHILDWELFARE)

### **3-S2 RECURRENCE OF MALTREATMENT**

**THE NATIONAL STANDARD FOR THIS MEASURE IS 30.3% OR GREATER.**

**BASELINE PERFORMANCE:**

Of all children who were victims of a substantiated or indicated maltreatment report during January 1st 2013 through December 31st 2013, 6.8% or 3 out of 44, were victims of another substantiated or indicated maltreatment report within 12 months of the initial report.

**YEAR (4) PERFORMANCE – CALENDAR YEAR 2017**

In 2017, the rate of recurrence rose to 12.7% from 7.6% the year previously. In addition, the rate was 3.5% higher than the State rate of 9.2%.

**3-S2 Recurrence of maltreatment****Children with substantiated allegation during 12-month period: Recurrence within 12 months****California****Jan 1, 2017 to Dec 31, 2017**

PERCENT	Age Group						All
	Under 1	1-2	3-5	6-10	11-15	16-17	
	%	%	%	%	%	%	
Children with recurrence	8.5	10.2	10.1	9.2	9.0	6.4	9.2
Children with no recurrence	91.5	89.8	89.9	90.8	91.0	93.6	90.8
<b>Total</b>	<b>100.0</b>						

**Plumas**

PERCENT	Age Group						All
	Under 1	1-2	3-5	6-10	11-15	16-17	
	%	%	%	%	%	%	
Children with recurrence	0.0	0.0	21.4	17.6	15.4	0.0	12.7
Children with no recurrence	100.0	100.0	78.6	82.4	84.6	100.0	87.3
<b>Total</b>	<b>100.0</b>						

Data Source: CWS/CMS 2019 Quarter 4 Extract.

Program version: 1.00 Database version: 21MAY2019:13:27:09

**ANALYSIS**

In calendar year 2014, substantiated or indicated subsequent maltreatment rose from 6.8% (3 out of 44), to 13% (9 out of 69). While the percentage was alarming, this number reflected only three families: (two with four children and one family with two children). Two of these families were again reflected in the 2015 calendar year performance. There was also an increase in the number of children in this cohort as it rose from 44 to 69 children.

In 2015, 11.8% or 8 out of 68 were victims of another substantiated or indicated maltreatment report within 12 months of the initial report. This was a decrease from the prior year, but still above the initial percentage of 6.8%. Of these children, only three families were involved in the Child Welfare system: a family with four children and two families with two children respectively (The same number of families the year prior). All three families had similarities in that they had significant drug and alcohol addictions, were in need of ongoing mental health treatment, had a history of domestic violence, had few social supports, and encountered extensive law enforcement contact. Of the three families, all had engaged in prior case management services, including non-court and court cases.

In 2016, 7.6% or 5 out of 66 children were victims of a subsequent substantiated or indicated maltreatment report within 12 months of the initial report. This was a substantial decrease from the previous year, of 11.8%. However, it is only three (3) less children than the year prior. Small counties like Plumas County encounter a high degree of variance in percentage rates when you possess relatively few children in the cohort. The reason for the decrease for the 2016 review could also be contributed to the implementation and continued use of System Improvement Strategies. These strategies included the use of Safety Organized Practice Tools, Differential Response, alcohol and drug and mental health services (including Parent/Child Interaction Therapy), and case management services offered through a non-court case.

In 2017, 8 out of 63 children were victims of a subsequent substantiated or indicated maltreatment report within 12 months of the initial report for a rate of 12.7%. The rate almost doubled from the year prior which was at 7.6%. Again, several sibling sets impacted this measure. Recurrent unresolved drug and alcohol abuse is pervasive in the county and is the main contributor to all cases that recur. Social workers make every effort to engage these families and behavior change was apparent in these cases. They demonstrated progress in their treatment; however, will go into treatment out of county and come back to the same environment where the addictions developed, with the same trauma and generational issues as before.

**3-P3: PERMANENCY IN 12 MONTHS (IN CARE 24 MONTHS OR MORE)**  
**THE NATIONAL STANDARD FOR THIS MEASURE IS 30.3% OR GREATER.**  
**BASELINE PERFORMANCE**



Of all children in foster care on the first day of January 1st 2014, through December 31st 2014, and who had been in foster care for 24 months or more, 0.0%, or 0 out of 8, Discharged to permanency within 12 months of the first day.

**YEAR (4) PERFORMANCE (CALENDAR YEAR 2018)**

Of all children in foster care on the first day of January 1st 2018 through December 31st 2018, who had been in foster care for 24 months or more, 0% were discharged to permanency within 12 months of the first day.

**ANALYSIS**

In the beginning of 2015, there were eight (8) children who had been in care for at least 24 months who were still awaiting permanence with three attaining permanence by the end of that year. In 2016, the number of children awaiting permanence remained at five (5). Of those five children, a permanent placement was located for one child. This child was placed with extended family members who were initially contacted for placement but were unable to provide permanence until years later.

In 2017, there were six (6) children who had been in care for at least 24 months who were still awaiting permanence by the end of the calendar year. This number included the four youth who remained in 2016. Of the six children in this cohort, two were reunited with a parent; one was adopted; one was placed in a guardianship; and two remained in care. This gave Plumas County a rate of 66.7%, which was significantly higher than the California State rate of 31.6%

In 2018, seven (7) children who had been in care for at least 24 months were awaiting permanence by the end of the calendar year. According to the U.C. Berkeley Dynamic Report for that period, Plumas County had no children 0%, of the seven (7) children in care who attained permanence.

While reviewing the data, there are a number of variables that placed Plumas County at such a low rate. First, one sibling set made up the majority of the seven cases. Several of the youth experienced very successful placements and were eventually adopted, but the process just took time. The rest of the siblings had complex needs with lots of dynamic relationship challenges and some could not be placed together, which ultimately extended the time to permanency; however, all siblings eventually achieved permanency. Also, there was good engagement with certain agency services and the

workers attended to some complex medical needs. Further detail of these services could potentially identify the family so are not discussed here.

Permanency for hard-to-place youth continues to be a priority of the Department. With the implementation of Family Finding, Resource Family Homes, and Concurrent Planning, it is the goal to have children in Plumas County attain permanence without remaining in foster care. SIP strategies that appear to be contributing to permanence include the addition of a concurrent Social Worker in the permanency unit, and ongoing training for relatives, Non-Related Extended Family Members (NREFMs), and prospective Resource Families who can provide permanency for children. With the Department taking on adoption services from the State, the Department has the ability to begin concurrent planning early on in the case and continue through guardianship and adoption, as permanency has become imperative for all children in care.

#### **SYSTEMIC FACTOR-STAFF TRAINING AND RETENTION**

##### **CHILD WELFARE**

##### **BASELINE PERFORMANCE**

From 2011 through 2014, the Department encountered a high-rate of Social Worker turnover (this continued for calendar years 2015 and 2016). New Social Workers received their mandatory Core Training and then moved on to outlying counties who paid a higher wage. Also, during this period, a new Social Work Supervisor was hired, who spent considerable time training and overseeing new Social Work staff. Social Worker turnover impacted almost every State measure as new Social Workers were hired received their Core Training and moved on to neighboring counties.

During the County Self-Assessment and Peer Review, the following factors were listed as a “Challenge” within Plumas County:

- Social Workers have limited time on the job
- Social Workers find it difficult to attend training due to workload priorities
- Low Morale due to turnover in staff
- Few in- person transition of cases due to staff turnover

In 2015, three additional Social Workers left the Department to work for the County Mental Health Department as case managers. Social Workers cited higher pay without the many mandates required through Child Welfare, i.e., court reports, monthly



visits, travel, Child Welfare Services/Case Management System (CWS/CMS) input. These new positions were created by Mental Health using Mental Health Services Act (MHSA) funding.

During calendar year 2016, two Social Workers left the Department, both of which went to work for Mental Health as caseworkers. This again left a void which necessitated new hires, coverage of cases by other social workers, and an impact on Social Worker Morale.

In 2017, one Social Worker left the Department to work for Mental Health as a therapist, as she was enrolled in the Master of Social Worker (MSW) Program through Chico State. An additional two Social Workers left the Department: one resigned and another did not pass the probationary period.

In 2018, the Staff encountered another period of significant staff turnover. Two staff moved positions within the Department and one did not pass the probationary period.

### **ANALYSIS**

During calendar year 2015, staff turnover significantly impacted the continuum of care for children and families in Plumas County as staff left the Department for other employment opportunities and new staff was hired with little or no experience. The Department employs five Child Welfare Social Workers and the loss and replacement of three Social Workers is significant. In last year's review, it was noted in Federal Measure 3 S2, that Social Worker turnover may have also been a significant factor in subsequent child maltreatment.

In 2016, the County Board of Supervisors authorized the restructuring of wages for Social Workers in order to be more in line with competitive counties. The new wage structure was also approved in an effort to draw potential employees, and increase Social Worker Retention. A significant wage increase occurred in the beginning of calendar year 2017. It was the SIP goal that competitive wages would facilitate staff retention and a lack of employee turnover.

In 2017, there was a shift in the dynamic of Social Workers gaining experience and moving to adjoining counties that provided a higher wage. Four social workers continued to gain experience in 2017, and were able to provide continuity for families that they served. Social Workers reported that the pay increases approved by the County



Board of Supervisors allowed them to remain in the County as they were receiving a “living wage.” Social Workers also report feeling “valued” as the County moved forward in ensuring Social Workers were paid in an equitable fashion.

In 2018, the trend continued in Social Worker turnover. However, while Child Welfare staff decreased, two Social Workers were in actuality transferred to other positions within the Department: One (1) Child Social Worker was moved to the Adult Services unit, and another who completed her MSW Program was promoted as a Therapist who is housed in the Child Welfare unit. One Child Welfare Social Worker did not pass their probationary period.

In early 2019, Social Worker turnover continued to impact the Department. One Social Worker moved out of state. The Program Manager retired and a new Program Manager was promoted within the Department.

#### **PROBATION STAFF TRAINING AND RETENTION:**

Staff training and retention has contributed significantly to the Probation Department’s difficulty in maintaining appropriate case management of juvenile probation cases. A fully staffed Probation Department would include eight Deputy Probation Officers (DPO), one Supervising Probation Officer (SPO) and one Chief Probation Officer (CPO), with at least one full time DPO dedicated to all juvenile matters, including placement. In April 2015, the Department was reduced to one full time DPO, one acting Supervising Probation Officer (SPO) and one Acting Chief Probation Officer (CPO). The acting SPO was handling supervision responsibilities, multiple adult caseloads, adult court reports, and all juvenile matters including placement. As a result, many juvenile case management duties were necessarily neglected.

In 2015, the Department managed to hire three new DPO’s; however, none of these DPO’s were assigned juvenile duties; therefore the acting SPO retained responsibility for the juvenile caseload. One DPO left the Department, primarily due to low pay. No progress was made related to increased pay or recruitment.

In 2016, the Department added a new permanent Chief Probation Officer (an interim CPO was present for approximately six months prior to this hiring) and two additional DPO’s. The acting SPO was promoted to permanent SPO. One of these DPO’s was assigned as a full-time Juvenile Officer. The training process for the Juvenile DPO was lengthy. One of the five full-times DPO’s was placed on administrative leave,



and subsequently terminated. No progress was made related to salary increases. Recruitment of additional DPO's was unsuccessful for the entire year in spite of ongoing efforts.

In 2017, this issue began to stabilize as the Juvenile Officer remained in her position and developed her skills. By the end of 2017, this officer was able to manage juvenile matters effectively and fairly independently. As additional officers are hopefully added to the roster, cross training for juvenile supervision will become a priority. There remained only four DPO's employed by the department at the end of 2017, four short of a fully staffed department.

In 2018, the juvenile department continued to stabilize due to the assigned Juvenile Officer remaining in this position throughout the year. This officer was able to function almost completely independently and developed a comprehensive working knowledge of juvenile matters. In October 2018, two new adult supervision DPO's were hired. One left the department approximately one year later. Overall, the department continued to stabilize in this area due to the retention of three adult supervision DPO's, who had been with the department for over three years.

### **ANALYSIS**

The Department's success in recruiting and hiring three new DPO's in 2015 reduced the acting SPO's other duties. This enabled the SPO to be more attentive to juvenile matters. However, many juvenile case management activities; such as data entry into CWS/CMS, continued to be neglected due to time constraints.

The addition of a full time juvenile DPO in 2016 contributed significantly to improved performance in the case management of juvenile cases. This Officer gained skill and knowledge regarding juvenile matters quite rapidly. By the end of 2016, she was performing her duties independently and the juvenile caseload stabilized for the first time in years.

In 2017, the Probation Department managed to retain all four full time PO's for the entire year, a rare accomplishment in comparison to recent years. One of those PO's remained the sole Juvenile Probation Officer and developed her skills whereby she was able to manage all matters related to juvenile supervision independently and effectively. As a result, the juvenile supervision caseload remained stable and well attended to resulting in improved CWS/CMS data input, provision of appropriate level of supervision



and programming for youth and families, and provision of appropriate placement and Independent Living services. Recruitment of additional full-time DPO's remained a concern as no qualified candidates were hired in 2017. In spite of ongoing efforts to recruit new DPO's the Department had gone two full years without hiring a DPO, primarily due to the Department's inability to compete with other counties in regards to wages and benefits. The four DPO's who have remained with the Department have been overworked and, on several occasions, applied for other positions outside of the county.

In 2018, matters remained the same until October 2018, at which time two additional DPO's were hired. These DPO's were assigned adult supervision duties and had little impact on juvenile matters. Cross training for juvenile supervision was not possible due to the lengthy amount of training engaged in by the new officers and one of the DPO's leaving for Air Force Reserves at the beginning of 2019.

**FOR THE PURPOSES OF THIS SECTION OF THIS REPORT:**

1. All baseline data is taken from California Child Welfare Indicators Project: Needell, B., Webster, D., Armijo, M., Lee, S., Dawson, W., Magruder, J., Exel, M., Cuccaro-Alamin, S., Putnam-Hornstein, E., King, B., Morris, Z., Sandoval, A., Yee, H., Mason, F., Benton, C., & Pixton, E. (2015). *CCWIP reports*. April 2014 Quarterly Data Report, Quarter 4, Retrieved 2015, from University of California at Berkeley California Child Welfare Indicators Project website. URL: <[http://cssr.berkeley.edu/ucb\\_childwelfare](http://cssr.berkeley.edu/ucb_childwelfare)>
2. All current performance data is taken from California Child Welfare Indicators Project: Needell, B., Webster, D., Armijo, M., Lee, S., Dawson, W., Magruder, J., Exel, M., Cuccaro-Alamin, S., Putnam-Hornstein, E., King, B., Morris, Z., Sandoval, A., Yee, H., Mason, F., Benton, C., & Pixton, E. (2019). *CCWIP reports*. April 2019 Data Extract, Quarter 4 2018, Retrieved April 2019, from University of California at Berkeley California Child Welfare Indicators Project website. URL: [http://cssr.berkeley.edu/ucb\\_childwelfare](http://cssr.berkeley.edu/ucb_childwelfare)

**P1: PERMANENCY IN 12 MONTHS (ENTERING FOSTER CARE)**

**BASELINE PERFORMANCE**

**THE NATIONAL STANDARD IS 40.5%.**

According to the April 2015 Quarterly Data Report (Quarter 4 of 2014), of all probation youth who entered care from January 1, 2013 to December 31, 2013, 0% or 0 out of 3, exited to permanency within 12 months of entry.

**YEAR FOUR (4) PERFORMANCE (2018)**

According to U.C. Berkeley Dynamic Report (Calendar Year 2018), there was

one youth in this cohort.

### **ANALYSIS**

In Year One (2015) and Year Two (2016) data was incomplete, unreliable, and a poor reflection of the work being accomplished by the Department, primarily due to staffing deficiencies that prevented staff from entering complete data into the CWS/CMS system. In 2017, these efforts were vastly improved as a result of hiring and training a new Juvenile Probation Officer. Consequently, the data for 2017 should be considered reliable. The data indicates the Departments performance in this area exceeds the National Standard by 26.2%, as well as exceeding the three-year goal of 20% by a significant margin. According to the April 2018 Quarterly Data Report (Quarter 4 of 2017), of all probation youth who entered care from January 1, 2016, to December 31, 2016, 66.7% or 2 out of 3, exited to permanency within 12 months of entry compared to the National Standard of 40.5%.

Beginning in 2015, the Department adopted a shift in philosophy related to placement of youth and a concerted effort was made to place youth in the least restrictive setting with an emphasis on reunification. These goals were clearly communicated with placement facility staff and youth's families. These efforts included increased use of foster homes, a greater degree of input from youth and families, the addition of more appropriate parenting classes, and implementation of monthly Katie A. meetings. The Probation Department contracts with Plumas Rural Services to provide local Domestic Violence classes for parents involved in the Criminal Justice System for domestic violence offenses.

One juvenile was placed in out of home care in 2017. This juvenile was initially placed in a group home; however, two months later she was removed from the group home and placed in the home of her paternal grandmother. Over time the Minor's grandmother completed the Resource Family Approval process. This placement was ordered as the Minor's permanent placement in January 2018. She remained with her grandmother until she successfully transitioned to Non-minor Dependency and independent living.

### **P5: PLACEMENT STABILITY**

**THE NATIONAL STANDARD FOR THIS MEASURE IS 30.3% OR GREATER.**

#### **BASELINE PERFORMANCE**

Of all children who entered care from January 1, 2014 through December 31, 2014, the rate of placement change per placement days available was 0 as there were no placement moves in 265 days.

#### **YEAR FOUR (4) PERFORMANCE (CALENDAR YEAR 2018)**

##### **ANALYSIS**

The Probation Department has been effective in reducing the number of youth placed out of the home and ensuring the appropriate placements are obtained when placement is necessary. As a result, the number of Probation youth in placement remains at historic lows and placement stability has continued to improve. The Department's utilization of appropriate screening and assessment tools has been instrumental in identifying youth's needs and responding with appropriate services. Furthermore, the Department is fortunate to have a talented and proactive Juvenile Probation Officer who works hard to help youth be successful in the home and closely monitors youth's progress in placement.

For 2018, placement appears to have stabilized somewhat as Probation had 0 out of 0 moves.

#### **C. STATUS OF STRATEGIES**

##### **STRATEGY 1 – CWS-PREVENTION AND SAFETY STRATEGIES**

##### **ANALYSIS**

Action Steps were focused on increasing the services available to support children and families at risk of abuse and neglect before entering the child welfare system and to improve family sustainability.

##### **ACTION STEP STATUS**

In July 2015, the Department utilized System Improvement strategies by expanding the contract with Plumas Rural Services to include Nurturing Parenting Education and In-Home parenting services in all four areas of the County: Portola, Quincy, Greenville and Chester.

In September 2016, the Department utilized System Improvement Strategies by offering case management services for non-court cases when Differential Response had failed. These case management services include: Child/Family Team Meetings, Safety Organized Practice tools, and Structured Decision Making. The staff has continued to utilize these tools in all areas of their practice, which allows focus on risk and safety that can prevent future abuse and neglect.

In 2017, System Improvement Strategies included expanding mental health services for young children and parents implementing Parent/Child Interaction Therapy. The Department has contracted with Plumas Rural Service and their therapists to provide this service. PCIT is an evidence-based treatment for young children with behavioral and emotional disorders that places emphasis on improving the quality of the parent-child relationship and changing parent-child interaction patterns. The therapy focuses on a two-way mirror that allows the parent to receive verbal cues by the therapist in addressing the child's behavior.

In 2018 Action steps implemented from 2015 through 2017 remained in place. In addition, System Improvement Strategies included a focus on Safety Organized Practice. These strategies included:

- Comprehensive Safety Plans at the time of referral if safety risks are noted
- The use of Differential Response at the time of referral and ensuring families are referred to local resources for services.
- Safety Mapping at the initial Child/Family Team Meeting.
- The use of Three Houses for children at the time of referral or detention.
- Ensuring Risks and strategies identified at the initial CFT were incorporated in the case plan.
- Identifying Family members and NREFM's at the front-end of the case and while utilizing Concurrent Planning services.

It is the expectation that utilizing the above referenced strategies will ensure that the focus of intervention and prevention occurs prior to child welfare intervention, thereby reaching the Federal Measures.

#### **METHOD OF EVALUATION AND/OR MONITORING**

- The continued use of Non-Court cases
- Ensure each case with safety risks has a Safety Plan in the file and CWS/CMS

- A copy of the initial CFT Safety Map is included in each case(CWS/CMS) for reference
- A copy of the Three-Houses tool is in CWS/CMS

### **PROGRAM REDUCTION**

THERE ARE NO PLANS TO REDUCE THE PROGRAM.

### **STRATEGY 2 – PERMANENCY STRATEGIES INCREASE TIMELY ADOPTIONS SERVICES**

#### **ANALYSIS:**

The Goal is to develop permanency strategies that will increase timely adoptions (as well as guardianships) and other permanency options.

#### **ACTION STEP STATUS**

In 2016, the Board of Supervisors approved a FTE Adoption Social Worker for the Adoptions and Resource Family Homes unit as a component of System Improvement Plan Strategies. The position was filled in July 2017. All Staff, working in the Adoptions Unit have been certified for utilization of the SAFE Home Study Model.

Parenting Education was made available in 2016 for all four areas of the county. This included the “Nurturing Parent” curriculum which focuses on child development, bonding, and attachment for potential and new adoptive parents. Parenting Education is contracted through Plumas Rural Services.

In 2017, an additional Social Worker was hired in the Permanency Unit. This brought the total to 2 FTE. This SIP strategy aided in timely home studies, as well as the implementation of Resource Family Homes. The Department implemented an extensive Resource Family Curriculum that allows relatives, NREFM's, and members of the community to become certified as Resource Family Homes. The trainings were led by staff at the Department of Social Services, which included two Master Degree Social Workers in the concurrent/adoptive placement program. Trainings were ongoing and had an extremely positive response.

In 2018, SIP strategies included the ongoing recruitment and placement with Resource Family Homes (which included relatives). Resource Family consistently report how much is learned during the trainings and are complementary regarding the on-going support they receive from the Department. In 2018, there were 25 RFA families. This number represents 10 in Quincy, 5 in Chester, 3 in Portola, and 2 in the Greenville area.

There were also 5 RFA homes recruited and approved out of county, with the permission of those respective counties. The recruitment of RFA families in Plumas County continues. Recruitment activities occur at county events including the annual Children's Fair, during "Sparkle", during other social activities where Plumas County citizenry are present.

#### **METHOD OF EVALUATION AND/OR MONITORING**

- The Five Protective Factors pre and post tests.
- Completion of the Safe Home Study Model for all adoption unit staff.

#### **PROGRAM REDUCTION**

There are no planned program reductions and increases may be needed in the future.

### **STRATEGY 3 -CWS AND PROBATION SYSTEMIC FACTOR: STAFF TRAINING AND RETENTION**

#### **CHILD WELFARE:**

**ANALYSIS** – The Goal is to retain staff in order to ensure case consistency.

#### **ACTION STEPS**

In 2016, Social Workers began completing the new Core Training which includes 26 web-based courses and supervisor participation. The new Core Training allowed Social Workers to immediately participate in Core II Trainings after completion of Core I.

**Year (4):** Recruitment of new Social Work staff continues to be ongoing.

#### **METHOD OF EVALUATION AND/OR MONITORING**

- Completion of Core Training classes
- recruitment of new Social Workers through Merit Systems

#### **ADDITIONAL STRATEGIES (WHEN APPLICABLE)**

On June 20 & 21, 2018, the Probation and Social Work Staff attended a two-day workshop entitled "Bridges Out of Poverty" which included the SIP strategy of continued education and staff retention. The workshop was focused on assisting employers,



community organizations, social service agencies, and individuals in gaining insight about the dynamics that cause and maintain poverty individually and systemically. Expert Trainer and co-Author, of “Bridges out of Poverty,” Terie Dreussi-Smith provided the training to area staff and professionals at the Plumas County Fairgrounds.

### **PROBATION- STRATEGY 3**

#### **ANALYSIS**

In 2015, the Probation Department was reduced to one DPO, an Acting SPO, and Acting CPO. From late 2015 through early 2016, five DPO’s were hired, but two left the Department, leaving the Department with four DPO’s and four vacant DPO positions. Throughout the remainder of 2016 and 2017, no DPO’s were hired, in spite of constant recruiting efforts.

In 2018, the four DPO’s remained throughout the year and two new officers were added to the department. Neither of the two new DPO’s were assigned to juvenile supervision. Due to the extent of training required for their first year, including six weeks of mandatory training, and one the DPO’s planning to leave for Air Force Reserves training in 2019, cross training for juvenile supervision was not possible.

Lack of competitive wages has continued to be a factor of discontentment for officers. Five of the six DPO’s at the Department possess a Bachelor’s Degree and their duties include complex and hazardous tasks. Yet, the starting wage of a DPO in Plumas County is approximately \$17.45 per hour. Two of the current DPO’s applied for employment in other counties in 2018, but were unsuccessful. Since 2009, the Department has had six different CPO’s, adding to the instability within the Department. The current CPO made revisions to the qualifications necessary for becoming a DPO in an effort to broaden the pool of applicants. A Bachelor’s Degree is no longer necessary to apply for the position of DPO I; however, it is necessary to advance to DPO II. Although four DPO’s have remained with the Department for four years or more, low pay continues to be a disincentive for remaining with the Department and the current DPO’s continue to explore other opportunities.

#### **ACTION STEPS**

Salaries for DPO's have not been increased. Recruitment of DPO's was unsuccessful from early 2016 through 2017. The Department has participated in college job fairs at Feather River College and Chico State University.

The Probation Department began discussion regarding revising the eligibility requirements for entry level Deputy Probation Officer positions. Training of DPO's has been ongoing and successful. All DPO's completed five weeks of Probation Officer Core Training. In addition, the Department's one Juvenile Probation Officer completed Placement Core through U.C. Davis and Continuum of Care. Each of the DPO's completes 40 hours of STC approved training per year. Additional Core courses through U.C. Davis are being explored. More specifically, the SPO has inquired with U.C. Davis regarding the recommended Supervisor Core courses.

**Year (4):**

In 2018, the Department hired two new DPO's in 2018; however, neither of the DPO's were assigned juvenile duties and one of the DPO's is scheduled to be absent from July 2019 through December 2019 for Air Force Reserves training. The Juvenile Probation Officer who began working for the Department in 2015 has retained her duties handling all juvenile matters and become quite competent. Cross training will be necessary in the near future in order to maintain stability with this caseload. There remain two vacant DPO positions. Although the Department has been fortunate to have retained four probation officers for four or more years, it is anticipated low pay will continue to lead to instability and turnover within the Department.

**METHOD OF EVALUATION AND/OR MONITORING**

- Completion of STC certified courses through the Board of State and Community Corrections

**ADDITIONAL STRATEGIES (WHEN APPLICABLE)**

On June 20 & 21, 2018 the Probation and Social Work Staff attended a two-day workshop entitled "Bridges Out of Poverty." The workshop is focused on assisting employers, community organizations, social service agencies, and individuals in gaining insight about the dynamics that cause and maintain poverty individually and systemically. Expert Trainer and co-Author, of "Bridges out of Poverty," Terie Dreussi-Smith provided the training to area staff and professionals at the Plumas County Fairgrounds.

## **PROBATION: STRATEGY 4 – IMPROVE OUTCOMES FOR YOUTH EXISTING FOSTER CARE AT AGE 18 OR OLDER**

### **ANALYSIS**

Beginning in 2014, the Department was proactive in its efforts to implement Assembly Bill 12 principles and assist youth in accessing extended foster care (EFC) services. In 2014, three of the seven youth removed from group homes were placed in EFC and five of the seven youth in placement received Transitional Independent Living Plans (TILP's). Of the three youth who entered EFC: one remained in EFC for approximately one year and exited due to non-compliance with program standards; one exited within three months due to non-compliance with program standards; and the third was exited from the program after five months of participation due to criminal behavior. Fewer referrals were made in 2015 due to the younger ages of youth in placement and all youth in placement completed a TILP. All youth in placement since 2014 have been referred to Independent Living Program (ILP) services.

### **ACTION STEP STATUS**

In 2015, the Department successfully collaborated with Environmental Alternatives Foster Family Agency and the ILP Coordinator. All youth in care were provided Health and Education Passports, prior to them reaching the age of 18 or exiting foster care and all qualified youth were assisted with the completion of a TILP.

In 2016, the Department maintained an effective working relationship with Environmental Alternatives Foster Family Agency who currently provides independent living skills services. ILP referrals were made consistently; however, it was not added to the case management system as a program tracking method.

The Juvenile DPO received the following training: Probation Officer Core (196 hours), Placement Core (63 hours), Evidence-Based Practice in Corrections (8 hours), and CWS/CMS training (3.5 hours).

Discussions began in obtaining family therapy services with Plumas Rural Services.

In 2017, the Juvenile DPO received training in Continuum of Care Reform (14 hours) and Assessment Training (14 hours). The Department upgraded the assessment software provider which contributed to improved case plans that include specific goals

related to Extended Foster Care. With the assistance of Child Welfare, and SIP goals, a contract was created with Plumas Rural Services to provide family and individual therapy for approximately 6-10 youth per year. Behavioral Health services continue to be utilized as well. TILP's continue to be completed for 100% of youth in placement.

In 2018, these services have remained the same and TILP's continued to be completed for all youth. By the end of 2018, all programs and services were able to be tracked and monitored in the Caseload Pro case management system.

#### **YEAR FOUR (4) 2018:**

##### **METHOD OF EVALUATION AND/OR MONITORING**

Case plans and TILP's are documented in the Caseload Pro case management system and Noble Assessments database when provided to youth. Caseload Pro has been updated to allow for the inclusion of "NMD WIC450" status in order to facilitate a reliable tracking method for evaluating this measure. The update included an exit report that gathers information related to the specific outcome measures. However, the new tracking system is not yet fully automated and will require manual input.

##### **PROGRAM REDUCTION**

There are no planned program reductions.

#### **PROBATION: STRATEGY 5 – FAMILY REUNIFICATION STRATEGIES**

##### **ANALYSIS**

In 2016, three youth reunified with their parents. Two were successful in reunification and one re-entered foster care six months later. In addition, one youth was placed in Extended Foster Care. Another youth who was placed in foster care in late 2016, and successfully reunified with her parent six months later. Katie A. meetings were utilized for reunification discussion and preparation of services. Collaboration with the Plumas County Behavioral Health Department was instrumental in ensuring services were provided immediately upon reunification. In addition, three of the four parents of these youth participated in the Probation Department's Nurturing Parenting classes. Overall, preparation for reunification and the transition from placement to home was effective. The SIP Strategies and services provided following reunification included: family therapy, individual counseling, case management services, and drug testing.

**ACTION STEP STATUS**

In 2016, Child Welfare initiated implementation of monthly meetings in adherence to Katie A. The Juvenile Probation Officer attends these meetings on a monthly basis.

Housing and Wraparound services were not accessed and the availability of housing is unknown to the Probation Department. Wraparound services were unavailable in Plumas County.

Domestic violence (DV) classes were provided through the Department for offenders with DV charges.

Specialized parenting classes were provided for parents of youth on probation by Plumas Rural Services, while utilizing SIP improvements. This class seemed to be a suitable substitution for Life Skills classes for parents.

In 2017, the Department contracted with Plumas Rural Services (PRS) to provide DV classes and female DV classes were added. In addition, PRS is now providing services for Probation youth and their families when Behavioral Health services are insufficient or unavailable. The services through PRS include individual and family counseling. These services can be utilized to help prevent out of home placement, as well as assisting with family reunification.

In 2018, services remained fairly similar. Dr. Amazaga provided psychological evaluations for two youth. One youth was placed in foster care, primarily due to his father's refusal to receive the Minor back into his home and his mother being unavailable. Probation refers youth to Plumas County Behavioral Health for counseling and other services.

**METHOD OF EVALUATION AND/OR MONITORING**

Participation in programs and services is monitored by the Juvenile Probation Officer and documented in Case Plans and Caseload Pro.

**ADDITIONAL STRATEGIES (WHEN APPLICABLE)**

“Forward Thinking” journaling curriculum has been utilized with multiple youth in an effort to support reunification services and/or help stabilize minor’s in the home to avoid out of home placement. Feedback regarding the program has been positive. The Department continues to utilize this program based on its success.

## **PROGRAM REDUCTION**

There are no planned program reductions.

### **D. OBSTACLES AND BARRIERS TO FUTURE IMPLEMENTATION**

#### **CHILD WELFARE SERVICES**

Previously, the greatest barrier to future implementation of the System Improvement Plan was the hiring of professional staff and staff retention. Social Workers would provide case management by assessing the needs of the child and family while advocating and arranging services that met their specific needs. This necessitated the use of SDM (Structured Decision Making), Safety Organized Practice, and honed Social Worker skills. Social Workers must develop and maintain a working relationship with the child and/or parent that includes linking them with needed services, resources, and opportunities. When this relationship between Social Worker and child/parent is disrupted, there is the need to re-establish a relationship with a subsequent Social Worker. Reunification mandates for children are limited, thus the turnover in staff can have a significant impact on the parents reunifying with their children. Fortunately, in 2017, Social Work staff stabilized, and a seasoned Social Worker was promoted to the Permanency Unit.

Demographics continue to play a role in the implementation of services for at-risk families. While there are approximately 18,000 residents, the county covers a land area of 2,553 square miles. This necessitates Social Workers spending a significant amount of time traveling to make federal mandates often in adverse weather conditions during the winter months.

Transportation for families continues to be a vital barrier in services as bus services is limited in the outlying communities of Plumas County: Chester, Portola and Greenville. It is crucial that services be provided in all areas of the county.

In 2017 the Sheriff's Department changed their policies regarding child detention. In years past, Social Services was contacted when a child was present during the commission of a crime. The Sheriff's Office detained the child and released custody to the Department of Social Services. Social Workers were able to run background checks, review child welfare history and perform a home inspection prior to a child being placed in a home. The Department also utilized foster homes made available through the foster family agencies: Mountain Circle and Environmental Alternatives. The Sheriff

Department's current policy includes locating a family member or someone with a close tie to the family. Sheriff's Office reports are forwarded to the Department only if the parent(s) is arrested for Child Endangerment. Criminal Records are obtained, but child welfare history and home inspections are not performed. Due to this policy, the Department is reviewing the jail roster daily for families who are currently involved in a case, while putting additional emphasis on investigation to ensure children are not at risk of harm or neglect. The Sheriff's Office policy remains in place at this time.

In 2018, the Department implemented the expanded use of Protective Custody Warrants due to the refusal of local law enforcement to detain children and aid Social Workers in the field. The Warrant can include:

- An order to enter the premises for an active investigation.
- Detention of the child due to imminent risk.

### **JUVENILE PROBATION**

Similar to Child Welfare, staff retention remained the most significant obstacle to implementation of the System Improvement Plan. The current Juvenile Probation Officer has remained in her position since January 2016 and displayed considerable skill. This has resulted in substantial stability within the juvenile department. This Officer appears committed to her career; however, if she were to leave the Department it may be quite difficult to replace her based upon recent recruiting efforts and there is only one other Officer familiar with juvenile probation services.

## **E. PROMISING PRACTICES/ OTHER SUCCESSES**

### **CHILD WELFARE SERVICES**

#### **Child and Family Treatment Team Meetings:**

The Department has consistently utilized Child and Family Treatment Team Meetings to address challenges and barriers within a case. These challenges can include:

- Effectiveness of Family Reunification Services and Parental Participation
- Placement Disruptions and Fourteen (14) day notices
- Visitation
- Child Behaviors
- Parental Incarceration and "Whereabouts Unknown"

An initial Child/Family Treatment Team Meeting continues to occur within 14 days following detention. The initial meeting is intensive, with the intent to obtain



information on familial relationships, possible placement options, service providers, health and dental information for children, and case planning requirements. Team members can include the child and family, as well as members of Behavior Health, family members, and service providers that children and parents have and may utilize during the course of the case. By addressing issues and challenges regularly during the case, interventions can be put into place and areas of concern corrected.

In 2018, the Department expanded the use of Safety Organized Practice by ensuring the use and documentation of Safety Mapping; and the use and documentation of the “Three Houses.”

#### **Identification of Family Members:**

The initial Child/Family Treatment Team Meeting and such meetings during the case, help to facilitate concurrent planning. Family members are requested to provide family members and close non-related extended family members (NREFM's) for possible placement. This allows the identification of family and NREFM's early in the case, in lieu of waiting until a 366.26 Hearing in Termination of Family Reunification is scheduled.

The Department contracts with Search Engine, Lexus Nexus, who searches out relatives and NREFM's who have had limited or no contact with the family in recent years. The Search Engine has been instrumental in locating possible placements for children as well as notifying relatives of children in care who may wish to provide supports to the child if placement is not possible.

In 2018, the Department increased their efforts to locate family members. With the use of technology, i.e., Lexus Nexus, Inmate locator, Social Media, and continued investigation from leads from family and friends, the Department makes diligent efforts to ensure children are placed in relative care if that is possible throughout the life of the case. Each Social Worker is responsible for family finding efforts.

#### **Katie A. Screening and Coordination of services:**

Each child who comes into care is screened for Katie A using the California Screening, Assessment, and Treatment (CASAT) Screening Tool, an empirically based tool, which is administered by the Department's Public Health Nurse. Once the child has been identified, the nurse provides the Tool to Mental Health for an assessment. Once



the child is engaged in services, meetings are held on the 1<sup>st</sup> Thursday of the month. Cases are reviewed monthly for both Child Welfare and Probation youth who are eligible under Katie A, pursuant to Katie A subclass criteria. Katie A monthly reviews are conducted in accordance with an Memorandum of Understanding (MOU) between Child Welfare, Behavioral Health and Probation. The reviews are to ensure all Child Welfare children are screened and eligibility determined and services provided pursuant to Katie A.

In 2017 the Department encountered challenges with providing mental health treatment for children who came within the framework of Katie A. The State now requires that the County contact the county where the child is placed to ensure Medi-Cal coverage has been transferred to the county where the child is placed. This has been termed a “Presumptive Transfer.” The Social Worker provides the information to a Plumas County Eligibility Worker for transfer and follows up with the Katie A representative in the County of Residence. Often the transfer does not occur in a timely manner, which can delay the child from receiving mental health services. In addition, there are often limited mental health therapists to provide immediate mental health services and interventions.

In 2018, the Department solidified our presumptive transfer practices by identifying children who have had a change of placement during our weekly staff meetings to ensure presumptive transfer practices are followed.

**Levels of Care:** When the child’s needs are extraordinary, the child welfare social worker conducts an assessment of the child’s specific needs along with input from the care provider to determine what level of care is required to meet those needs. The social worker reviews the needs and services with the care provider and determines the LOC (level of care) rate that best describes the extent to which the caretaker must undergo to meet the needs of the child.

### **Case Reviews:**

Plumas County implemented Child and Family Services Reviews beginning in November 2015. Case Review Patterns and Findings have been placed on the agenda of the weekly Child Welfare Unit Staff Meeting. Each week the Analyst performing the case reviews discusses what is being done well and addresses patterns of deficiencies that

are determined through case review. This information continued to be beneficial to the Department, as deficits were addressed, and policies and procedures were updated. Examples of positive changes are Family Finding and Engagement (FFE) and Indian Child Welfare Act (ICWA) relative to expanded active efforts.

At the end of 2018, the only Certified Case Reviewer left the Department to work for another County Employer. This position has since been filled, but required that the new employee obtain the training and complete the certification process. By the end of 2019, the employee had received the certification for Certified Case Reviewer and began reviewing cases once again for Child Welfare.

### **Safety Organized Practice:**

Safety-Organized Practice is an approach to day-to-day child welfare casework that is designed to help all the key stakeholders involved with a child —parents; extended family; child welfare worker, supervisors, and managers; lawyers, judges, and other court officials; even the child him/herself keep a clear focus on assessing and enhancing child safety at all points in the case process. It combines the best of Signs of Safety, a solution-focused child welfare practice approach, with the Structured Decision Making system, a set of research-based decision-support tools, to create a rigorous child welfare practice model.

In Plumas County, Safety-Organized practice and tools are used in daily casework. This includes, Structured Decision Making as well as Child/Family Team Meetings, Three Houses, and Safety Mappings. The utilization of Safety Organized Practice has allowed Safety Plans to be developed that can facilitate leaving the child in the home, as well as providing a framework for case plan activities.

### **Morning Meetings/Red Teams**

Each morning at 8:15, the Social Workers and Supervisor meet regarding emergency response referrals. Information is provided regarding investigations, new referrals and plans are formulated on how to respond. Daily meetings ensure investigations are thorough and are being investigated in a timely manner.

### **JUVENILE PROBATION**

### **Child and Family Treatment Team Meetings**

Child and Family Team Meetings (CFT) implementation began in late 2017. One CFT was completed. The Juvenile Probation Officer completed Child and Family Team Action and Child and Family Team Facilitation trainings in 2018. Currently, all placement youth are receiving CFT meetings every six months. Participation in said meetings has included child/youth, therapists, placement facility staff, case managers, parents and the juvenile probation officer.

### **Family Therapy Services**

Implementation of family therapy services through Plumas Rural Services has proven to be a useful intervention tool. These services have been a stabilizing factor with several families where placement may have been otherwise considered.

### **Noble Assessment Software**

Noble Software assessments have helped to improve assessments related to risk and needs for youth and their families. The Positive Achievement Change Tool (PACT) Pre-screen component offers insight into a youth's risk to reoffend based upon static factors, while the Full-screen component offers insight into the behavioral needs of youth. This information is then used to create a comprehensive Case Plan. Noble also offers a Detention Risk Assessment that the Department has been using to make an objective determination as to whether a youth should be detained in a juvenile detention facility.

### **Change Company Forward Thinking Curriculum**

The Juvenile Probation Officer has been trained in the implementation of Forward Thinking Interactive Journaling which is a cognitive-behavioral series that uses evidence-based strategies to assist youth involved in the criminal justice system in making positive changes to their thoughts, feelings and behaviors, helping youth to achieve their goals for responsible living. The Probation Officer will typically utilize the curriculum topic that best addresses the needs identified in the PACT. Probation Assistants have assisted in the implementation of journaling. These journaling sessions take place at the Probation Department, in the youth's school, at community wellness centers, or in the home of the juvenile. The Forward Thinking Journal Series is a cognitive-behavioral series using evidence-based strategies to assist youth involved in the criminal justice system in making positive changes to their thoughts, feeling and behaviors. There are ten topics included in the series which are applied based upon the youth's needs assessment. Two

youth have completed the entire journaling series. Approximately twelve youth have participated in the program since its inception. One of the twelve youth has recidivated.

**Katie A. Screening and Coordination of services:**

The Probation Department participates in Katie A. screening and coordination along with Child Welfare. The juvenile probation officer participates in monthly meetings with Child Welfare and Behavioral Health staff.

**F. OUTCOME MEASURES NOT MEETING STATE/NATIONAL STANDARDS  
CHILD WELFARE**

**2B - TIMELY RESPONSE (10-Day Response 32/40 80%)**

**BASELINE PERFORMANCE – THE STATE STANDARD IS 90%**

**2018 ANALYSIS**

The 2018 4th quarter Berkeley Dynamic Report, indicates Plumas had a ten-day response time of 80%. While reviewing the data for that period, it is apparent the CWS/CMS U.C. Berkeley Dynamic Report was downloaded prior to all investigations being reported in the CWS/CMS system. The data in Safe Measures reveals that 89.7% were completed in the 10-day time frame. It will be necessary for the Department to complete and close the data in the computer so that accurate information can be reported. Timely response reminders are included as a topic of discussion at each week's staff meeting. Social Workers are reminded to complete and close all data in CWS so accurate information can be reported.

**2F MONTHLY VISITS (OUT-OF-HOME) 424/479 88.5% (STATE STANDARD ABOVE 95%)**

**2018 ANALYSIS**

Plumas County is a rural county located in the Sierra Mountains, the geography and seasonal weather make it difficult to travel in winter months. In 2018, there were two seasoned social workers covering all out of home visits. Many of the children were placed out of county, which required social workers to travel significant hours to visit particularly those children placed in southern California. Further adding to the difficulty of meeting the state standard for visitation, it will be necessary for the Department to complete and close the data in CWS so that accurate information can be reported. Monthly visit reminders are included as a topic of discussion at each week's staff meeting. Social Workers are reminded to document, complete and close all data in CWS so accurate information can be reported.

**S2 RECURRENCE OF MALTREATMENT 8/63 12.7%****BASELINE PERFORMANCE – THE NATIONAL STANDARD IS 9.1%****2018 ANALYSIS**

During 2018, three sibling groups re-entered foster care, which accounted for six (6) children. One sibling set was from Plumas County and had been in care previously; however, the parents relapsed and the children were re-detained. A second set of siblings were living in another state, returned to Plumas County and the parents were arrested for drug use, the children (2) were re-detained. The third set of siblings, were re-detained when the parent's case was transferred from another county. One child was in a guardianship for three years and his behaviors warranted his return into foster care and the guardianship was relinquished. One child was re-detained from her mother due to drug charges, the child had been in care previously in Family Maintenance and returned to foster care, she has since been adopted.

**P1 PERMANENCY IN 12 MONTHS (ENTERING FOSTER CARE) 10/30 33.3% (NS ABOVE 40.5%)****BASELINE PERFORMANCE – THE NATIONAL STANDARD IS 40.5%****2018 ANALYSIS**

One set of siblings failed to find permanency based on the mother's failed participation and missing fathers. Another set of siblings failed to find permanency based on failed attempts at Family Reunification, although family finding located other relatives, those identified were unable to provide permanence for these siblings. One child was in a guardianship for three years and his behaviors warranted his return into foster care and the guardianship was relinquished. One set of siblings failed to find permanence when Family Reunification efforts failed for both parents based on their addiction. The foster parents for the siblings determined they were not a concurrent home for the children, this warranted moving the children to find permanency. One child was relinquished by a family friend to the Department. The Department began family finding efforts and located a family member in another state and began the ICPC process for placement. One child was detained when her parents' home was determined uninhabitable. The child was placed with an FFA foster home. She was eventually placed with a relative in RFA. One child was detained from her mother and step-father

and placed in an RFA home that later determined they were not a concurrent home; this warranted the child being moved to another RFA home that was concurrent.

**P3 PERMANENCY IN 12 MONTHS (IN CARE 24 MONTHS or MORE) 0/7 0%**  
**THE NATIONAL STANDARD IS 30.3%.**

**2018 ANALYSIS**

There are no children in this cohort.

**P5 PLACEMENT STABILITY 4.47 (NS BELOW 4.12)**

**2018 PERFORMANCE** – According to the CWS/CMS U.C. Berkeley Dynamic Report for calendar year 2018, only 9.1% of the children in this cohort successfully attained permanence. This would indicate that 90.9% of children in care 12 to 23 months remained in care.

**ANALYSIS**

During 2018, there were five youth in Permanent Placement. One child resides in a personal care home setting in another county; due to his high medical and behavioral needs, the child has not been recommended for a lower level of care. One child was in a failed adoption, she was relinquished by her father. She remains in a group home setting based on her need for attachment and her behavioral needs associated with Reactive Attachment Disorder. One child is placed in a small group home that specializes in males with significant behaviors. He formed an attachment to a staff member, but that relationship deteriorated when he became aggressive and physically attacked this same staff member causing bodily harm. Another child was placed in an Intensive Therapeutic Foster Care home where he remained until the providers determined they were no longer interested in permanency for the child; thus the child was moved. One child was in a Short Term Residential Therapeutic Placement (STRTP) when there were failed attempts at Family Reunification with his mother which gravely impacted his ability to cope with school, authority figures, social settings and self-regulation.

**PROBATION**

**P2 – PERMANENCY IN 12 MONTHS (IN FOSTER CARE 12-23 MONTHS).**

According to the CWS/CMS U.C. Berkeley Dynamic Report for Quarter 4, 2017, 0 of 1 child in foster care 12-23 months obtained permanency in 12 months.

## ANALYSIS

The fact that there was only one child in this cohort significantly impacted this percentage. The youth in question achieved permanency in 13 months with her paternal grandmother. Several months were spent approving the grandmother's home through the FHA process. She was stable throughout this time and the overall outcome was positive.

### **2F – MONTHLY VISITS (OUT OF HOME):**

**2F Monthly Visits (Out-of-Home) 424/479 88.5% (State Standard above 95%)**

## **G. STATE AND FEDERALLY MANDATED CHILD WELFARE/PROBATION INITIATIVES**

### **CHILD WELFARE AND PROBATION SERVICES**

#### **Resource Family Approval (RFA) and Continuum of Care Reform (CCR) and MSW Waiver:**

The Plumas County Department of Social Services has aggressively sought Social Workers with a Master's of Social Work in order to meet the mandates of staff involved in Emergency Response, Family Maintenance, and Adoption.

The Department is requesting a State exemption for the MSW Program. The Senior Social Worker in Adoptions has a Master's Degree in Social Work. The Deputy Director/Program Manager also has a Master's Degree in Social Work. Currently, the department has one Social Worker in the MSW program and another Social Worker preparing to start her MSW degree in the fall.

The Resource Family Approval (RFA) Program was enacted by legislation sponsored by the County Welfare Directors Association (CWDA) in 2007 and expanded through SB 1013 (Chapter 35, Statutes of 2012). The statute requires the California Department of Social Services (CDSS), in consultation with county child welfare agencies, including juvenile probation, foster parent associations, and other interested community parties to implement a unified, family-friendly and child-centered placement home process.

Implementation of the RFA Program is a key component to the success of the CCR effort. The new process for approving resource families (formerly foster parents/NREFM's) seeks to improve the experience children, youth, and non-minor dependents (NMD's) have in foster care by increasing the caregiver's ability to effectively meet the diverse needs of those in their care. One example is the required pre

approval and post approval training component. The requirements for training will ensure caregivers receive the necessary information and tools to meet the needs of children in their care.

The Plumas County Department of Social Services Child Welfare submitted an Implementation Plan for Resource Family Approval on August 30, 2016, and the plan was officially approved. The Department also submitted a plan for Foster Parent and Relative Caregiver Recruitment, Retention and Support (FPRRS) to the state in an effort to enhance Plumas County's RFA program and the recruitment of Plumas County Resource Homes. Since the inception of RFA on January 1, 2017, Plumas County has accepted 17 RFA applications. Resource families are in various stages of the application process. Plumas County has fully trained nine (9) individuals representing seven (7) families. Of those families, five (5) families participated in a group training that took place over a three week period.

Positive Feedback regarding RFA has been received. In 2018, Child Welfare included Driver/Visitation Supervisors and Child Welfare Social Work Aides in the RFA training so our staff would also receive firsthand knowledge and information relative to childhood trauma, the impact of Domestic Violence on children, the Adverse Childhood Experiences Study ACES, and many more important topics. The results of adding some staff to the RFA training has been very positive as the Driver/Visitation Supervisors often interact with RFA families during visit exchanges.

Plumas County continues to review each child welfare case with CCR in mind relative to the child's placement in the least restrictive setting and returning children to their home communities. Each week, child welfare staff meet collectively to discuss cases and to review issues such as program participation, concurrent planning, visitation, and any other relevant case specific information. Bringing RFA to Plumas County has been positive for children as they move back to their home community from out-of-county placements. The Department will continue to recruit RFA families in an effort to return children to Plumas County.

### **Federal Child and Family Services Review.**

In 1994, Amendments to the Social Security Act authorized the U.S. Department of Health and Human Services to review state child and family service programs to ensure conformity with the requirement in Titles IV-B and IV-E of the Social Security

Act. The Children's Bureau, part of the Department of Health and Human Services, administers the review system, known as the Child and Family Services reviews.

In 2000, the Children's Bureau published a final rule in the Federal Register to establish a process for monitoring state child welfare programs. Under the rule, states are assessed for substantial conformity with federal requirements for child welfare services. All 50 states, the District of Columbia, and Puerto Rico completed their first review by 2004, and their second review by 2010. After each review cycle, or "round", no state was found to be in substantial conformity in all the seven outcome areas and seven system factors. States developed and implemented Program Improvement Plans after each review to correct those areas not found in substantial conformity. The third round of reviews runs from 2015 to 2018. Ultimately, the goal of the reviews is to help states improve welfare services and achieve the following seven outcomes for families and children who receive services:

- **Safety**
  - Children are, first and foremost, protected from abuse and neglect.
  - Children are safely maintained in their homes whenever possible and appropriate.
- **Permanency**
  - Children have permanency and stability in their living situations.
  - The continuity of family relationships and connections is preserved for families.
- **Family and Child Well-Being**
  - Families have enhanced capacity to provide for their children's needs.
  - Children receive appropriate services to meet their educational needs
  - Children receive adequate services to meet their physical and mental health needs

CDSS provided ACL No. 14-84 on November 20, 2014, which provided information about implementing Child and Family Services Reviews by child welfare and probation agencies. It stated that CDSS will be using qualitative case reviews conducted by counties to meet the case review requirements for the Federal Child and Family Services Review.

Plumas County implemented Child and Family Services Reviews beginning in November 2015. Since then, eight (8) cases have been reviewed and their outcomes have been documented in the Onsite Review Instrument for submission to the California Department of Social Services. These cases have allowed Plumas County Child Protective Services to discover areas of strength, as well as items that need to be improved upon in regards to safety, permanency, and well-being of children and families that come into our care. The Case Reviewer and Quality Assurance Supervisor ensure that all cases provided by the state in the review sample are appropriate for the period under review, as well as screening for possible conflicts in assigned cases.

In 2016, there were three (3) cases eliminated from the case review process due to a lack of participation from the family members involved in the case, as receiving their input is vital to the review process, especially the input from the children involved, depending on their age and developmental capacity. The additional cases provided for review have all been completed and entered timely in regards to the assigned period under review. All eight (8) cases included an interview with the assigned social worker for each case, which allowed the Case Reviewer to gather additional information as to what occurred in each case. All completed cases to date have provided the opportunity for small procedure changes in the agency, with improvements in areas such as contact notes, case documentation, and timeliness of case activities. All completed cases continue to provide opportunities for improvement.

### **Commercially Sexualized Exploited Children (CSEC)**

On September 3, 2014, the All County Letter (ACL) No. 14-62 provided information to counties regarding legislation SB 855, Chapter 29, Statutes of 2014, which amended the Welfare and Institutions Code (WIC) Section 300 to clarify that under existing law, commercially sexually exploited children (CSEC) whose parents or guardians failed or were unable to protect them may fall within the description of 300(b) and be adjudged as dependents of the juvenile court. The Legislature also amended the WIC (commencing the section 16524.6) to establish a state-funded county CSEC Program that counties may opt to participate in. The 2014-15 Budget Act appropriated \$5 million State General Fund for Fiscal Year 2014-15 for the CSEC Program. \$2.5 million of the allocated \$5 million was allocated to participating counties for protocol development and capacity building for services to CSEC. Allowable CSEC Program

funded activities are detailed in WIC Section 16524.7(a)(2), WIC Section 16524.7(a)(3), and WIC Section 16524.7 (a)(4). These activities include CSEC Program implementation expenditures and training, or services related to victims of commercial sexual exploitation.

On September 29, 2014, P.L. 113-183 was signed by the President, which included amendments to the Title IV-E of the Social Security Act that addressed child/youth sex trafficking. The requirement of this ACT were incorporated into state law with the passage of SB 794 in 2015, which added WIC Section 16501.35, requiring counties to implement policies and procedures related to commercially sexually exploited children/youth and runaway/missing children/youth.

Plumas County Department of Social Services completed the Commercial Sexual Exploitation of Children (CSEC) County Plan as described in All County Letter No. 15-48, and submitted this on June 30, 2015. This County Plan described the County's process to develop a coordinated, interagency approach to ensure that children who are commercially sexually exploited, and children at-risk of becoming exploited, are identified, protected, and receive appropriate services. This helped developed the Plumas County Commercially Sexually Exploited Children (CSEC) Program as an active collaboration with Plumas County Behavioral Health Department, Plumas County Probation Department, Plumas County Public Health Agency, Plumas County Sheriff's Office, and the Plumas County District Attorney's Office. A Memorandum of Understanding was created for the Plumas County CSEC Program and submitted in an effort to participate in the state-funded CSEC Program in October of 2016. This included the agencies' commitment to implement policies and procedures related to SB 794.

The Plumas County CSEC Program Steering Committee meets quarterly to discuss the active efforts of each agency with regard to training staff, raising public awareness, creating or endorsing programs and resources to help victims of CSEC, and providing guidance for Multidisciplinary Team members that would be involved with a CSEC victim. Additional trainings, public events, and community outreach have been planned, implemented, and are scheduled for the coming fiscal year. All active parties in the Plumas County CSEC Program are involved in the execution of these events, and are expected to have all staff attend CSEC training as regularly as necessary to ensure updated information is obtained.

As Plumas County opted in during FY 2015-16, we were automatically opted in for FY 2016-17, and completed the FY 2016-17 County Plan update and submitted this to CDSS on October 14, 2016. The Plumas County CSEC Program Coordinator submitted the Fiscal Year 2017-18 County Plan on August 29, 2017, to continue to access annual funding for the CSEC Program.

The Plumas County CSEC Prevention Program has been actively working to bring Plumas County on par with surrounding counties by way of policies and procedures, staff trained and promotional awareness activities taking place in the county. In the 2017/18 fiscal year the CSEC Steering Committee met quarterly to discuss trainings needed in the county as well as ideas about how to care for CSEC victims and at-risk youth once they had been identified in this county. A policy and procedure has been created and is awaiting approval. Due to changes in Administration of Plumas County Sheriff's office and Behavioral Health our MOU was in need of desperate updates and revision. It was anticipated these changes in administration would require revisions to policy and practice.

On October 11, 2017, the CSEC Coordinator with the help of the Plumas CSEC Program put on the film "In Plain Sight: Stories of Hope and Freedom," produced by Natalie Grant. This was shown at the local Performing Arts theater in Quincy, and county-wide invitations were made to the public to come for a free screening and a discussion afterward, to spark the conversation of what CSEC is, as well as what Plumas County has in place thus far, and what we can continue to build. Approximately 30 people attending the screening and stayed for discussion.

In 2018, the CSEC Coordinator moved to an agency outside of Plumas County Department of Social Services. The search for another CSEC Coordinator was undertaken as the position was posted and filled with a qualified Analyst. She received CSEC 101 and 102 training from Westcoast Children's Clinic and has coordinated additional training for Child Welfare staff.

## 5 – YEAR SIP CHART

### Child Welfare

**Priority Outcome Measure or Systemic Factor:** 3-S2 – Recurrence of Maltreatment

**National Standard:** ≤9.1%

**CSA Baseline Performance:** Of all children with a substantiated allegation during the 12 month period 1/1/13-12/31/13, 6.8% (3 out of 44 children) has another substantiated maltreatment allegation within 12 months.

**Target Improvement Goal:** to remain at or below 5% of the national standard of 9.1%.

**Priority Outcome Measure or Systemic Factor:** 3P3 Permanency in 12 months (in care 24 months or more)

**National Standard:** ≥30.3%

**CSA Baseline Performance:** Of all children who are in care 24 months or more and discharged from foster care in the 12 month period 1/1/14-12/31/14, 0% (0 out of 8 children) had permanency within 12 months of entering care.

**Target Improvement Goal: By year 4** To reach 20% by Year 2 and 30% by Year 3 and remain within 5% of the national standard of 30.3% for Year 4.

**Priority Outcome Measure or Systemic Factor:** CWS/Probation Systemic Factor-Staff Training and Retention

**National Standard:** N/A

**CSA Baseline Performance:** N/A

**Target Improvement Goal:** Recruit, Train and Retain qualified Social Work Staff.

### Probation:

**Priority Outcome Measure or Systemic Factor:** 3P1 Permanency in 12 months (entering foster care)

**National Standard:** ≥40.5

**CSA Baseline Performance:** Of all children who enter foster care in a 12-month period, 0 (0 children out of 3) are discharged to permanency

**Target Improvement Goal:** To reach 10% by Year 2, 20% by Year 3, and 30% or above national standard of 30.3% by year 4

**Priority Outcome Measure or Systemic Factor:** 8A Outcomes for Youth Exiting Foster Care at Age 18 or Older

**National Standard:** N/A

**CSA Baseline Performance:** N/A

**Target Improvement Goal:** Identify a reliable Tracking method for evaluating this measure.

<b>Strategy 1: CWS- PREVENTION AND SAFETY STRATEGIES- Increase the services available to support children and families at risk of abuse and neglect before entering the child welfare system and to improve family sustainability.</b>	<input checked="" type="checkbox"/> CAPIT	Applicable Outcome Measure(s) and/or Systemic Factor(s): 3-S2 Recurrence of Maltreatment		
	<input checked="" type="checkbox"/> CBCAP			
	<input checked="" type="checkbox"/> PSSF			
	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Title IV-E Child Welfare Demonstration Capped Allocation Project		
Action Steps:	Implementation Date:	Completion Date:	Person Responsible:	
A. Plumas County CWS will create or expand contracts with all community organizations offering Differential Response services. (i.e. First 5, Plumas Rural Services, Plumas Crisis Intervention & Resource Center)	January 2017 Completed	July 2017	CWS Program Manager CWS Supervisor CWS Social Workers	
Update: Contracts were finalized in June 2017. Each resource center is currently providing Differential Response services.				
B. Develop Policies and Procedures for the Differential Response referral process.	March 2017 October 2017 Completed	July 2017 October 30, 2017 –	CWS Program Manager CWS Supervisor	
Update: Policies and Procedures are in place for Differential Response.				
C. Plumas County Child Welfare Department will arrange for U.C. Davis Northern Training Academy to train all Child Welfare staff in Differential Response process.	September 2016 Completed	Completed December 2017 Use of training is ongoing throughout the System Improvement period.	CWS Program Manager CWS Supervisor	
Update: Plumas County continues to utilize Differential Response and Signs of				

<p>Safety. These tools are reviewed at the weekly staff meetings as cases are often “safety mapped.” Social Workers utilized Safety Mapping at all of their initial Child/Family Safety Meetings and throughout the life of the case. Differential Response and Safety Organized Practice are used in conjunction with Concurrent Planning and the core practice model. Newly hired Social Workers are trained in Differential Response and Safety Organized Practice in Core I Training and in-house coaching.</p>			
<p>D. Implement Differential Response – Referral Services made to the Wellness Centers, Mental Health, Alcohol and Other Drugs, First 5, Parenting Education, Child Care Resource and Referrals, as well as other community resources that address potential abuse and neglect and can provide prevention services.</p>	<p>December 1, 2017 Completed</p>	<p>The utilization of Differential Response is ongoing.</p>	<p>CWS Program Manager CPS Supervisor</p>
<p>E. Offer Case management, Treatment Team Meetings, Safety Organized Practice, Structured Decision Making and other county services to families with non-court cases; when Differential Response has failed.</p> <p>Update: Case Management services that include Treatment Team Meetings (Child/Family Team Meetings), Safety Organized Practice, Structured Decision Making have been implemented in Non-Court cases. Non-Court cases have</p>	<p>September 2016 Completed</p>	<p>January 2017 Completed This practice is ongoing and is taught to new Social Workers as they are hired.</p>	<p>CWS Program Manager CWS Supervisor</p>

increased since implementation			
F. Expand the contract with Plumas Rural Services to include Nurturing Parenting Education and In-Home parenting services: in all four areas of the county: Portola, Quincy, Greenville and Chester.	July 2015 - Complete	January 2016 - Complete	CWS Program Manager CWS Supervisor
G. Expand the contract with Plumas Rural Services and Mental Health to implement the Parent Interaction Therapy (PCIT) program.  Update: The Department is currently utilizing the PCIT program contracted through Plumas Rural Services	April 2017 - Complete	July 2017 - Complete	CWS Program Manager CPS Supervisor
H. Implement the PCIT Program referral process.	July 2017 - Complete	June 2018- Complete	CWS Program Manager CPS Supervisor Supervising Juvenile Probation Officer
I. The Department will in collaboration with The children's council; develop processes to evaluate and monitor, on an ongoing basis program effectiveness and make changes as necessary to maximize desired outcomes.  Update: The Department has meet with the children's council and service providers on a quarterly basis to obtain more effective reporting and to evaluate the program's effectiveness. Service providers are providing information quarterly, and utilizing the "5 Protective	July 2018 Complete	June 2019 Complete	CWS Manager CWS Supervisor

Factor" surveys pre and post enrollment of System Improvement Programs.			
<b>Strategy 2: PERMANENCY STRATEGIES INCREASE TIMELY ADOPTIONS SERVICES-</b>	<input type="checkbox"/> CAPIT <input type="checkbox"/> CBCAP <input checked="" type="checkbox"/> PSSF <input checked="" type="checkbox"/> N/A	Applicable Outcome Measure(s) and/or Systemic Factor(s): 3P3 Permanency in 12 months (in care 24 months or more)	
Action Steps:	Implementation Date:	Completion Date:	Person Responsible:
A. Increase Adoption Staff by a 1 FTE with the goal of increasing Adoption Timeliness.  Update: In 2017, an additional Social Worker was hired in the Permanency Unit. This brings the total to 2 FTE. The additional Social Worker has aided in timely home studies, as well as the implementation of Resource Family Homes.	December 2016 - Complete	July 2020 Complete	CWS Director CWS Program Manager
B. All Child Welfare staff will complete training in concurrent planning and Adoptions, offered through the U.C. Davis Northern Training Academy.  Update: The U.C. Davis Northern Training Academy is focusing on Resource Family Home Approvals that include components of Permanence and Adoption. In 2019 the Department will	July 2018 January 2019	October 2018 October 2019 Complete	CWS Program Manager CWS Social Worker

ensure training in concurrent planning and adoptions and may have to shift the training from Adoptions to Resource Family Approval as needed.			
C. Include Staff from the local Plumas County Mental Health Wellness Centers in Treatment Team meetings and Case Planning services.	January 2018 January 2019	January 2019 December 2019 Complete	CPS Supervisor CWS Social Workers
Update: Due to staff turnover at the Mental Health Department as well as the Wellness Centers, this objective will be postponed until 2019 so that new staffing can occur. Mental Health has encountered many staff changes and a new Director was hired in May 2018.			
Update: Since the hire of the new Director, staff changes have stabilized, service delivery has solidified in each area of the county, Portola, Quincy, Chester and Greenville. Mental Health Staff are included at Child and Family Team meetings.			
D. Plumas County Child Welfare will expand current practice of Structured Decision Making, Treatment Team meetings and Signs of Safety practices to include collaborative efforts with community agencies.	July 2016 - Complete	July 2017 Complete	CPS Program Manager Supervising Juvenile Probation Officer Adoptions Social Worker

<p>E. Continue active efforts to engage or locate caregivers through Lexus Nexus, Family Treatment Meetings, Family Support or other means of investigation, and begin searches at the beginning of the case.</p> <p>Update: Efforts to locate family at the front end of the case have continued to occur.</p> <p>Update: Efforts to locate family and connections continue throughout the life of the case.</p>	<p>July 2017 - Complete</p>	<p>December 2017 Complete</p>	<p>RFA Social Worker Adoptions Social Worker</p>
<p>F. Increase efforts to recruit new resource family homes.</p> <p>Update: Additional families continue to be approved within Plumas County to provide quality homes for foster care children.</p>	<p>July 2017 Complete</p>	<p>July 2017 Ongoing</p>	<p>CWS Program Manager Adoption Social worker</p>
<p>G. Ensure all home studies are completed using the SAFE Home Study Model.</p> <p>Update: Social Workers and the Supervisor have been certified and trained in the SAFE Home Study Model and continue to utilize these SAFE model tools.</p>	<p>December 2016 Complete</p>	<p>December 2016 Complete</p>	<p>CPS Program Manager Supervising Juvenile Probation Officer</p>

<p>H. Offer Initial and quarterly Foster Care child development, trauma, and attachment Training through local agencies and the U.C. Davis Northern Training Academy; to Relatives, Non-Related Extended Family Members (NREFM's), Resource Family Homes, Care Givers, Guardians and Adoptive Parents.</p>	<p><del>July 2017</del> <del>January 2018</del> January 2019</p>	<p>June 2020 Complete</p>	<p>Adoption Social Worker CWS Program Manager</p>
<p>Update: The focus of the review period has been on the Resource Family Home Approvals and training facilitated by the Department. U.C. Davis training will be utilized in the upcoming review period.</p> <p>Update: Training for Resource Family Homes is provided through Foster Parent College. Other trainings for parents, caregivers, guardians' and adoptive parents have been provided by agencies such as WestCoast Children's Clinic, the fall parenting training conference at the local college, and other local providers.</p>			
<p>I. Implement Support Groups for caregivers who are in the process, or who have already engaged in guardianship and adoption.</p> <p>Update: The permanency unit is still</p>	<p><del>July 2018</del> <del>July 2019</del></p>	<p>June 2020 Complete</p>	<p>Adoptions Social Worker CPS Program Manager</p>

<p>developing support groups for caregivers. This includes trainers, speakers, and support group locations.</p> <p>Update: The permanency unit has scheduled support group meetings for caregivers to include training and education, fun activities such as cook outs, and other events for support.</p>			
<p>J. Provide In-Home Parenting Education for Adoptive Parents with a focus on child development and bonding and attachment.</p> <p>Update: Plumas Rural Services provides in-home parenting using the "Nurturing Parent" curriculum which focuses on child development, bonding and attachment.</p> <p>Update: First 5 provides a "Bonding Specialist/home visitor" who provides supports to families with a focus on child development, attachment and bonding.</p>	<p>January 2016 Complete</p>	<p>December 2017 Complete</p>	<p>CWS Social Workers</p>
<p>K. Plumas County Child Welfare will seek to receive Technical Assistance from the CDSS Adoptions Unit and partner with Northern region neighboring County to receive support.</p> <p>Update: Plumas County is utilizing CDSS</p>	<p>April 2017 Complete</p>	<p>September 2020 Complete</p>	<p>Adoptions Social Worker Resource Family Approval Social Worker</p>

and the Northern Training Academy in Adoption Technical assistance.			
<b>Strategy 3: CWS and Probation- SYSTEMIC FACTOR: STAFF TRAINING AND RETENTION</b>	<input type="checkbox"/> CAPIT <input type="checkbox"/> CBCAP <input checked="" type="checkbox"/> PSSF <input type="checkbox"/> N/A	Applicable Outcome Measure(s) and/or Systemic Factor(s): Staff Retention and Training	
			<input type="checkbox"/> Title IV-E Child Welfare Waiver Demonstration Capped Allocation Project
Action Steps:	Implementation Date:	Completion Date:	Person Responsible:
<p>A. Request Board of Supervisors approval to increase Social Work and Probation Salaries in order to recruit and maintain Social Work and Probation Staff.</p> <p>Update: In 2016, the Board of Supervisors gave authorization to reclassify county positions that did not utilize All County Funds. In July 2017, Social Work Positions were reclassified and Social Workers received pay increases comparable to outside counties. Social Workers feel “valued” and now indicate they are receiving a “living wage.</p> <p>Update: No improved benefits or raises have been offered for the position of Probation Officer.</p>	<p>July 2016 – Complete (Social Services)</p>	<p>December 2016 July 2017</p>	<p>CWS Director CWS Program Manager Chief Probation Officer CPS Supervisor</p>

<p><b>B. Recruit new Social Workers</b></p> <p>Update: In 2017, the Department continued to recruit for social work staff and an additional Permanency Social Worker. These efforts were successful.</p> <p>The Probation Department was able to recruit two new officers in 2018. One has remained and one is no longer with the department. Recently, a conditional offer has been made to another officer. There remain two vacant PO positions. The requirements for the position were reduced to attract more applicants.</p>	<p>January 2017 Complete</p>	<p>June 2017 Ongoing April 2020 December 2020 Ongoing</p>	<p>CPS Program Manager CPS Supervisor</p>
<p><b>C. Train all newly hired Social Workers and Probation Officers in the U. C. Davis Northern Training Academy's, Social Work and Probation Core Trainings.</b></p> <p>Update: Social Workers are now trained in the new Core I and Core II Training offered through the U.C. Davis Training Academy during their first and second year of employment. The new intensity of the program has allowed Social Workers to obtain valuable skills at the outset of employment.</p> <p>The Probation utilizes U.C. Davis for Placement Core training. Additional training, including Supervisor Core is being explored. Attendance at a CPOC</p>	<p>January 2016 Complete</p>	<p>September 2020 Completed</p>	<p>CWS Director CWS Program Manager Chief Probation Officer</p>

Supervisor Placement Course training was scheduled for April 2020; however, the training was cancelled due to COVID-19			
D. Conduct "Bridges Out of Poverty" Training for All Child Welfare and Probation Social Worker and PO staff.	January 2018	December 2018 December 2020 Completed	CWS Program Manager CPS Supervisor CWS Social Workers Probation Staff
<b>STRATEGY 4: PROBATION-IMPROVE OUTCOMES FOR YOUTH EXITING FOSTER CARE AT AGE 18 OR OLDER</b>		<input type="checkbox"/> CAPIT <input type="checkbox"/> CBCAP <input type="checkbox"/> PSSF <input checked="" type="checkbox"/> N/A	Applicable Outcome Measure(s) and/or Systemic Factor(s): – systemic factor: 8A Outcomes for Youth Exiting Foster Care at Age 18 or Older
Action Steps: 		Implementation Date:	Completion Date: Person Responsible:
A. All Youth (Wards and Dependents) will be provided Services through the Independent Living Skills Program.		July 1, 2016	Ongoing CWS Program Manager CPS Supervisor Supervising Juvenile Probation Officer ILP Coordinator
B. All Dependents and Wards shall have a TILP (Transitional Independent Living Plan) that will outline steps towards discharge and permanency, independence and transition to adulthood.		July 1, 2017	April 2020 Completed CWS Program Manager CPS Supervisor Supervising Juvenile Probation Officer ILP Coordinator
C. The Child Welfare and Probation Departments will utilize mental health services provided through Plumas County Mental Health for youth, parents and families.		September 2016	April 2020 Completed CWS Program Manager CPS Supervisor Supervising Juvenile Probation Officer ILP Coordinator

Not all youth qualify for services through PCMH. Probation was contracting with a Community Based Organization for these services to compensate; however, this contract is inactive.			
D. Research and Develop an evaluation and tracking mechanism for this strategy.	July 2017	January 2018 Completed	ILP Coordinator
E. Plumas County Probation will utilize the Child Welfare Full-time Independent Living Skills Coordinator to create ongoing 90-day plans, offer ILP and aftercare services to Dependents and Wards ages 14-21.  90-day plans, ILP and aftercare services are consistently provided for these youth.	January 2017	June 2017 April 2020 completed	CWS Program Manager CPS Supervisor Supervising Juvenile Probation Officer ILP Child Welfare Social Worker
F. Plumas County Child Welfare will work in collaboration with the County Probation to develop a process for monitoring and reviewing the progression of ILP services.  The Probation Department has begun tracking ILP services in the Caseload Pro Case Management system.	January 2018	December 2018 April 2020 Completed	CWS Program Manager CPS Supervisor Supervising Juvenile Probation Officer

<b>STRATEGY 5: PROBATION-FAMILY REUNIFICATION STRATEGIES</b> -- The Department will increase the number of children who are safely reunified with their families through increased support, engagement, and services.	<input checked="" type="checkbox"/> CAPIT <input checked="" type="checkbox"/> CBCAP <input type="checkbox"/> PSSF <input checked="" type="checkbox"/> N/A	Applicable Outcome Measure(s) and/or Systemic Factor(s): 3P1 Permanency in 12 months (entering Foster Care)		
		<input type="checkbox"/> Title IV-E Child Welfare Waiver Demonstration Capped Allocation Project		
Action Steps:	Implementation Date:	Completion Date:	Person Responsible:	
<p>A. Plumas County Child Welfare and Probation Departments will establish a coordinated service system where Child Welfare and Probation families can access Plumas County Mental Health (in adherence to Katie A.). The system will include Plumas County Drug and Alcohol services.</p> <p>Update: Katie A meetings occur monthly to address children identified through Katie A to ensure services are being provided. Plumas County Mental Health and Plumas County Drug and Alcohol have merged to provide Behavioral Health Services. In addition, as of March 2020, the Juvenile Probation Officer meets monthly with Behavioral Health staff to review mutual cases.</p> <p>B. Plumas County Child Welfare and Probation Departments will Contract with Plumas Crisis Intervention &amp; Resource Center (PCIRC) to offer housing assistance and comprehensive wrap-around services to families where housing is the only</p>	January 2017 Complete	September 2020 Completed	CWS Program Manager CPS Supervisor Supervising Juvenile Probation Officer	

<p>barrier to reunification.</p> <p>Update: Housing Assistance is currently in place for those lacking housing in Family Reunification or at risk of Child Welfare intervention.</p>			
<p>C. Plumas County Child Welfare and Probation will research, identify and offer local Domestic Violence Training for parents.</p> <p>Update: The Plumas County Department of Social Services/Probation Department are utilizing Domestic Violence/Anger Management Training provided through Plumas Rural Services. Parents must participate in all classes to obtain completion.</p>	<p>January 2018 Complete</p>	<p>December 2018 Completed</p>	<p>CWS Program Manager CPS Supervisor Supervising Juvenile Probation Officer</p>
<p>D. Plumas County Child Welfare and Probation will research and establish a Life Skills Program for parents who are involved in the Family Reunification Process.</p> <p>Unfortunately, no such program exists in Plumas County at this time. However, the Probation Department does provide Nurturing Parenting classes for these parents.</p>	<p>July 2017 January 2018 January 2019</p>	<p>January 2019 April 2020 Incomplete</p>	<p>CWS Program Manager CPS Supervisor Chief Probation Officer CWS Analyst</p>



## **DEPARTMENT OF HUMAN RESOURCES**

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**DATE:** March 8, 2021

**TO:** The Honorable Board of Supervisors

**FROM:** Nancy Selvage, Human Resources Director

**SUBJECT:** AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF  
MARCH 16, 2021  
RE: APPROVE RESOLUTION ADOPTING PLUMAS COUNTY'S  
PAY SCHEDULE

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### **IT IS RECOMMENDED THAT THE BOARD:**

Approve Resolution to amend job classification wage ranges for Director of Public Health.

### **BACKGROUND AND DISCUSSIONS**

Plumas County's pay schedule has been updated to reflect new base wages and to meet the CalPERS CCR 370.5 Statutory and Regulatory Requirements for Publicly Available Pay Schedule.

Thank you for your consideration in this matter.

Attachments:

Exhibit A: Pay Schedule

**County of Plumas  
Pay Schedule**

**Effective as of 12/15/2020**

**Revised and adopted by the Board of Supervisors as of 02/16/2021 per Resolution No. 2021-8564**

**CONFIDENTIAL EMPLOYEE UNIT**

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
ACCOUNTANT	\$19.48	\$20.46	\$21.49	\$22.57	\$23.70	\$24.90	\$26.15	\$27.45	\$28.84	\$30.28
ACCOUNTANT AUDITOR 1	\$22.03	\$23.13	\$24.29	\$25.51	\$26.79	\$28.13	\$29.53	\$31.02	\$32.57	\$34.21
ACCOUNTANT AUDITOR 2	\$24.27	\$25.48	\$26.77	\$28.11	\$29.51	\$31.00	\$32.55	\$34.18	\$35.90	\$37.69
ASSISTANT AUDITOR/CONTROLLER	\$28.08	\$29.48	\$30.97	\$32.52	\$34.15	\$35.87	\$37.66	\$39.55	\$41.53	\$43.61
ASST RISK MGR/SAFETY OFFICER	\$26.27	\$27.59	\$28.97	\$30.42	\$31.95	\$33.55	\$35.23	\$37.00	\$38.84	\$40.79
CHIEF DEPUTY AUDITOR	\$26.78	\$28.12	\$29.52	\$31.01	\$32.56	\$34.20	\$35.92	\$37.71	\$39.61	\$41.60
DEPUTY COUNTY COUNSEL 1	\$32.29	\$33.91	\$35.60	\$37.39	\$39.26	\$41.23	\$43.30	\$45.47	\$47.75	\$50.14
DEPUTY COUNTY COUNSEL 2	\$33.93	\$35.62	\$37.41	\$39.28	\$41.25	\$43.32	\$45.49	\$47.77	\$50.16	\$52.67
DEPUTY COUNTY COUNSEL 3	\$39.28	\$41.25	\$43.32	\$45.49	\$47.77	\$50.16	\$52.67	\$55.31	\$58.09	\$60.98
FISCAL SUPPORT COORDINATOR	\$18.35	\$19.27	\$20.24	\$21.26	\$22.33	\$23.46	\$24.63	\$25.87	\$27.17	\$28.52
HR PAYROLL SPECIALIST 1	\$21.24	\$22.31	\$23.44	\$24.61	\$25.85	\$27.15	\$28.50	\$29.94	\$31.44	\$33.02
HR PAYROLL SPECIALIST 2	\$23.42	\$24.60	\$25.84	\$27.14	\$28.49	\$29.93	\$31.43	\$33.01	\$34.66	\$36.41
HUMAN RESOURCES ANALYST 1	\$22.02	\$23.12	\$24.28	\$25.50	\$26.78	\$28.12	\$29.52	\$31.01	\$32.56	\$34.20
HUMAN RESOURCES ANALYST 2	\$24.27	\$25.48	\$26.77	\$28.11	\$29.51	\$31.00	\$32.55	\$34.18	\$35.90	\$37.69
HUMAN RESOURCES TECHNICIAN 1	\$17.06	\$17.92	\$18.82	\$19.76	\$20.75	\$21.79	\$22.88	\$24.04	\$25.24	\$26.50
HUMAN RESOURCES TECHNICIAN 2	\$18.82	\$19.76	\$20.75	\$21.79	\$22.88	\$24.04	\$25.24	\$26.50	\$27.84	\$29.24
HUMAN RESOURCES TECHNICIAN 3	\$19.96	\$20.96	\$22.01	\$23.11	\$24.27	\$25.48	\$26.77	\$28.11	\$29.51	\$31.00
LEAD FISCAL & TECH SERV ASST	\$16.27	\$17.09	\$17.95	\$18.85	\$19.80	\$20.79	\$21.83	\$22.93	\$24.08	\$25.29
MANAGEMENT ANALYST 1	\$22.02	\$23.12	\$24.28	\$25.50	\$26.78	\$28.12	\$29.52	\$31.01	\$32.56	\$34.20
MANAGEMENT ANALYST 2	\$24.27	\$25.48	\$26.77	\$28.11	\$29.51	\$31.00	\$32.55	\$34.18	\$35.90	\$37.69
PARALEGAL 1	\$21.24	\$22.31	\$23.44	\$24.61	\$25.85	\$27.15	\$28.50	\$29.94	\$31.44	\$33.02
PARALEGAL 2	\$23.42	\$24.60	\$25.84	\$27.14	\$28.49	\$29.93	\$31.43	\$33.01	\$34.66	\$36.41
PARALEGAL 3	\$26.85	\$28.20	\$29.61	\$31.10	\$32.66	\$34.30	\$36.02	\$37.83	\$39.73	\$41.72
PAYROLL SPECIALIST 1	\$21.24	\$22.31	\$23.44	\$24.61	\$25.85	\$27.15	\$28.50	\$29.94	\$31.44	\$33.02
PAYROLL SPECIALIST 2	\$23.42	\$24.60	\$25.84	\$27.14	\$28.49	\$29.93	\$31.43	\$33.01	\$34.66	\$36.41
SYSTEMS ANALYST 1	\$25.51	\$26.79	\$28.13	\$29.53	\$31.02	\$32.57	\$34.21	\$35.94	\$37.73	\$39.63
SYSTEMS ANALYST 2	\$28.08	\$29.48	\$30.97	\$32.52	\$34.15	\$35.87	\$37.66	\$39.55	\$41.53	\$43.61

County of Plumas  
Pay Schedule

Effective as of 12/15/2020

Revised and adopted by the Board of Supervisors as of 02/16/2021 per Resolution No. 2021-8564

CONTRACT EMPLOYEES

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
AIRPORT MANAGER	\$22.03	\$0.00	\$0.00	\$0.00	\$0.00	\$23.14	\$24.29	\$25.51	\$26.78	\$28.12
ASSISTANT COUNTY COUNSEL	\$43.70	\$0.00	\$0.00	\$0.00	\$0.00	\$45.88	\$48.18	\$50.58	\$53.11	\$55.77
BH DEPUTY DIRECTOR	\$45.00	\$47.25	\$49.62	\$52.11	\$54.72	\$57.46	\$60.34	\$63.36	\$66.53	\$69.86
CLERK OF THE BOARD OF SUPERVISORS	\$26.44	\$0.00	\$0.00	\$0.00	\$0.00	\$27.77	\$29.16	\$30.61	\$32.14	\$33.75

**County of Plumas  
Pay Schedule**

**Effective as of 12/15/2020**

**Revised and adopted by the Board of Supervisors as of 02/16/2021 per Resolution No. 2021-8564**

**DEPARTMENT HEADS**

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
AG COMM/SEALER OF WTS & MEAS	\$40.58	\$0.00	\$0.00	\$0.00	\$0.00	\$42.61	\$44.75	\$46.99	\$49.34	\$51.81
ALCOHOL & DRUG ADMINISTRATOR	\$36.06	\$37.87	\$39.77	\$41.76	\$43.85	\$46.05	\$48.36	\$50.78	\$53.32	\$55.99
BEHAVIORAL HEALTH DIRECTOR	\$53.39	\$56.06	\$58.87	\$61.81	\$64.90	\$68.15	\$71.56	\$75.14	\$78.90	\$82.85
CHIEF PROBATION OFFICER	\$42.42	\$44.55	\$46.78	\$49.12	\$51.58	\$54.16	\$56.87	\$59.72	\$62.71	\$65.85
COUNTY ADMINISTRATOR	\$47.97	\$0.00	\$0.00	\$0.00	\$0.00	\$50.37	\$52.89	\$55.54	\$58.32	\$61.24
COUNTY COUNSEL	\$66.43	\$69.76	\$73.25	\$76.92	\$80.77	\$84.81	\$89.05	\$93.50	\$98.18	\$103.08
COUNTY FAIR MANAGER	\$31.41	\$0.00	\$0.00	\$0.00	\$0.00	\$32.98	\$34.63	\$36.36	\$38.18	\$40.09
COUNTY LIBRARIAN	\$31.21	\$0.00	\$0.00	\$0.00	\$0.00	\$32.77	\$34.40	\$36.12	\$37.93	\$39.83
DIRECTOR OF BUILDING SERVICES	\$43.28	\$0.00	\$0.00	\$0.00	\$0.00	\$45.44	\$47.71	\$50.10	\$52.60	\$55.23
DIRECTOR OF CHILD SUPPORT SVCS	\$32.23	\$0.00	\$0.00	\$0.00	\$0.00	\$33.84	\$35.53	\$39.91	\$41.91	\$44.00
DIRECTOR OF FACILITY SERVICES	\$39.42	\$0.00	\$0.00	\$0.00	\$0.00	\$41.40	\$43.47	\$45.65	\$47.94	\$50.34
DIRECTOR OF INFO TECHNOLOGIES	\$38.19	\$40.10	\$42.11	\$44.22	\$46.44	\$48.77	\$51.21	\$53.78	\$56.47	\$59.30
DIRECTOR OF PUBLIC HEALTH	\$53.39	\$56.06	\$58.87	\$61.81	\$64.90	\$68.15	\$71.56	\$75.14	\$78.90	\$82.85
DIRECTOR OF PUBLIC WORKS	\$52.16	\$0.00	\$0.00	\$0.00	\$0.00	\$54.78	\$57.52	\$60.40	\$63.42	\$66.60
ENVIRONMENTAL HEALTH DIRECTOR	\$39.76	\$0.00	\$0.00	\$0.00	\$0.00	\$41.75	\$43.84	\$46.04	\$48.35	\$50.77
HUMAN RESOURCES DIRECTOR	\$34.89	\$36.64	\$38.47	\$40.39	\$42.41	\$44.53	\$46.76	\$49.10	\$51.55	\$54.13
MUSEUM DIRECTOR	\$21.59	\$22.67	\$23.81	\$25.01	\$26.27	\$27.59	\$28.97	\$30.42	\$31.95	\$33.55
PLANNING DIRECTOR	\$50.48	\$0.00	\$0.00	\$0.00	\$0.00	\$53.01	\$55.67	\$58.46	\$61.39	\$64.46
SOCIAL SERV DIR/PUB GUARD/PC	\$40.46	\$0.00	\$0.00	\$0.00	\$0.00	\$42.49	\$44.62	\$46.86	\$49.21	\$51.68

County of Plumas  
Pay Schedule

Effective as of 12/15/2020

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**ELECTED OFFICIALS**

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
ASSESSOR	\$35.96	\$0.00	\$0.00	\$0.00	\$0.00	\$37.76	\$39.64	\$41.63	\$43.71	\$45.89
AUDITOR/CONTROLLER	\$37.12	\$0.00	\$0.00	\$0.00	\$0.00	\$38.98	\$40.93	\$42.97	\$45.12	\$47.38
BOARD OF SUPERVISORS-CPI 2014	\$22.08	\$0.00	\$0.00	\$0.00	\$0.00	\$23.19	\$24.35	\$25.56	\$26.84	\$28.19
BOARD OF SUPERVISORS-CPI 2018	\$24.29	\$0.00	\$0.00	\$0.00	\$0.00	\$25.51	\$26.78	\$28.12	\$29.53	\$31.00
BOARD OF SUPERVISORS-NON PERS	\$27.11	\$0.00	\$0.00	\$0.00	\$0.00	\$28.47	\$29.89	\$31.39	\$32.96	\$34.61
BOARD OF SUPERVISORS-PERSABLE	\$25.35	\$0.00	\$0.00	\$0.00	\$0.00	\$26.62	\$27.95	\$29.35	\$30.81	\$32.35
CLERK-RECORDER	\$35.96	\$0.00	\$0.00	\$0.00	\$0.00	\$37.76	\$39.64	\$41.63	\$43.71	\$45.89
DISTRICT ATTORNEY	\$48.43	\$0.00	\$0.00	\$0.00	\$0.00	\$50.85	\$53.39	\$56.06	\$58.87	\$61.81
SHERIFF/CORONER	\$45.77	\$0.00	\$0.00	\$0.00	\$0.00	\$48.06	\$50.47	\$52.99	\$55.64	\$58.42
TREASURER/TAX COLLECTOR	\$35.96	\$0.00	\$0.00	\$0.00	\$0.00	\$37.76	\$39.64	\$41.63	\$43.71	\$45.89

County of Plumas  
Pay Schedule

Effective as of 12/15/2020

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OE 3 CRAFTS & TRADES

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
EQUIPMENT SERVICE WORKER	\$14.50	\$15.23	\$16.00	\$16.80	\$17.64	\$18.53	\$19.46	\$20.44	\$21.47	\$22.55
LEAD POWER EQUIPMENT MECHANIC	\$20.04	\$21.05	\$22.11	\$23.22	\$24.39	\$25.61	\$26.90	\$28.25	\$29.67	\$31.16
MECHANIC/SHOP TECHNICIAN	\$18.16	\$19.07	\$20.03	\$21.04	\$22.10	\$23.21	\$24.38	\$25.60	\$26.88	\$28.23
POWER EQUIPMENT MECHANIC 1	\$16.80	\$17.64	\$18.53	\$19.46	\$20.44	\$21.47	\$22.55	\$23.68	\$24.87	\$26.12
POWER EQUIPMENT MECHANIC 2	\$18.16	\$19.07	\$20.03	\$21.04	\$22.10	\$23.21	\$24.38	\$25.60	\$26.88	\$28.23
PUBLIC WRKS MAINT LEADWORKER	\$17.64	\$18.53	\$19.46	\$20.44	\$21.47	\$22.55	\$23.68	\$24.87	\$26.12	\$27.43
PUBLIC WRKS MAINT WORKER 1	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
PUBLIC WRKS MAINT WORKER 2	\$15.00	\$15.75	\$16.54	\$17.37	\$18.24	\$19.16	\$20.12	\$21.13	\$22.19	\$23.30
PUBLIC WRKS MAINT WORKER 3	\$16.54	\$17.37	\$18.24	\$19.16	\$20.12	\$21.13	\$22.19	\$23.30	\$24.47	\$25.70
WELDER	\$17.63	\$18.52	\$19.45	\$20.43	\$21.46	\$22.54	\$23.67	\$24.86	\$26.11	\$27.42

**County of Plumas  
Pay Schedule**

**Effective as of 12/15/2020**

**Revised and adopted by the Board of Supervisors as of 02/16/2021 per Resolution No. 2021-8564**

**OE3 GENERAL**

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
4-H REPRESENTATIVE	\$17.23	\$18.09	\$18.99	\$19.95	\$20.95	\$22.01	\$23.12	\$24.27	\$25.49	\$26.76
ACCOUNTANT	\$18.12	\$19.03	\$19.99	\$20.99	\$22.05	\$23.16	\$24.32	\$25.54	\$26.82	\$28.17
ACCOUNTING TECHNICIAN	\$17.31	\$18.18	\$19.10	\$20.05	\$21.05	\$22.11	\$23.22	\$24.38	\$25.61	\$26.89
ADMINISTRATIVE ASSISTANT 1	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
ADMINISTRATIVE ASSISTANT 2	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86	\$24.01
AG & STANDARDS INSPECTOR 1	\$20.30	\$21.32	\$22.39	\$23.51	\$24.69	\$25.93	\$27.23	\$28.60	\$30.03	\$31.54
AG & STANDARDS INSPECTOR 2	\$23.61	\$24.80	\$26.04	\$27.34	\$28.71	\$30.16	\$31.67	\$33.26	\$34.93	\$36.67
AG & STANDARDS INSPECTOR 3	\$26.05	\$27.36	\$28.73	\$30.17	\$31.68	\$33.27	\$34.94	\$36.69	\$38.53	\$40.46
AG & STANDARDS TECHNICIAN 1	\$15.69	\$16.48	\$17.33	\$18.20	\$19.12	\$20.08	\$21.08	\$22.14	\$23.26	\$24.42
AG & STANDARDS TECHNICIAN 2	\$17.21	\$18.08	\$18.99	\$19.94	\$20.94	\$21.99	\$23.09	\$24.25	\$25.47	\$26.75
AG & STANDARDS TECHNICIAN 3	\$18.70	\$19.64	\$20.63	\$21.67	\$22.76	\$23.90	\$25.10	\$26.36	\$27.68	\$29.07
AG & STANDARDS MANAGEMENT ANALYST 1	\$21.02	\$22.08	\$23.19	\$24.35	\$25.57	\$26.85	\$28.20	\$29.61	\$31.10	\$32.66
AG & STANDARDS MANAGEMENT ANALYST 2	\$23.38	\$24.55	\$25.78	\$27.07	\$28.43	\$29.86	\$31.36	\$32.93	\$34.58	\$36.31
ALCOHOL & DRUG PREV COORD	\$18.25	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37
ALCOHOL & DRUG THERAPIST 1	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82	\$34.47
ALCOHOL & DRUG THERAPIST 2	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18	\$37.99
ALTERNATIVE SENTENCING COORD	\$19.10	\$20.05	\$21.05	\$22.11	\$23.22	\$24.38	\$25.61	\$26.89	\$28.24	\$29.66
ANIMAL CONTROL OFFICER 1	\$14.24	\$14.95	\$15.71	\$16.50	\$17.34	\$18.21	\$19.13	\$20.09	\$21.10	\$22.15
ANIMAL CONTROL OFFICER 2	\$15.69	\$16.48	\$17.31	\$18.18	\$19.10	\$20.05	\$21.05	\$22.11	\$23.22	\$24.38
ANIMAL SHELTER ATTENDANT	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
APPRAISER 1	\$18.25	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37
APPRAISER 2	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37	\$29.80	\$31.30
APPRAISER 3	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82	\$34.47
APPRAISER ASSISTANT	\$17.31	\$18.18	\$19.10	\$20.05	\$21.05	\$22.11	\$23.22	\$24.38	\$25.61	\$26.89
ASSISTANT CIVIL ENGINEER	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
ASSISTANT COOK	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
ASSISTANT MUSEUM DIRECTOR	\$16.08	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80	\$24.99
ASSISTANT PLANNER	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37	\$29.80
ASSOC ENG/ASST TRANS PLANNER	\$25.68	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44	\$36.17	\$37.98	\$39.88
ASSOCIATE ENGINEER	\$25.68	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44	\$36.17	\$37.98	\$39.88
ASSOCIATE PLANNER	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
AUDITOR ACCOUNTING CLERK 1	\$14.30	\$15.02	\$15.78	\$16.57	\$17.41	\$18.28	\$19.20	\$20.16	\$21.18	\$22.24
AUDITOR ACCOUNTING CLERK 2	\$15.79	\$16.58	\$17.42	\$18.29	\$19.21	\$20.17	\$21.19	\$22.25	\$23.37	\$24.54
AUDITOR ACCOUNTING TECH 1	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
AUDITOR/APPRAYER 1	\$17.31	\$18.18	\$19.10	\$20.05	\$21.05	\$22.11	\$23.22	\$24.38	\$25.61	\$26.89
AUDITOR/APPRAYER 2	\$18.71	\$19.66	\$20.64	\$21.68	\$22.76	\$23.91	\$25.10	\$26.36	\$27.69	\$29.07
AUDITOR/APPRAYER 3	\$20.63	\$21.67	\$22.75	\$23.90	\$25.09	\$26.35	\$27.68	\$29.06	\$30.52	\$32.05
BENEFIT ASSISTANCE COUNSELOR 1	\$13.88	\$14.58	\$15.32	\$16.09	\$16.90	\$17.76	\$18.65	\$19.59	\$20.57	\$21.61
BENEFIT ASSISTANCE COUNSELOR 2	\$15.31	\$16.08	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80
BENEFIT ASSISTANCE COUNSELOR 3	\$16.87	\$17.72	\$18.61	\$19.55	\$20.53	\$21.57	\$22.65	\$23.79	\$24.98	\$26.24
BENEFIT ASSISTANCE SUPERVISOR	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37	\$29.80

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
BH ADMINISTRATIVE ASSISTANT 1	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
BH ADMINISTRATIVE ASSISTANT 2	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86	\$24.01
BH CASE MGMT SPECIALIST 1	\$20.39	\$21.42	\$22.49	\$23.62	\$24.80	\$26.05	\$27.36	\$28.73	\$30.17	\$31.69
BH CASE MGMT SPECIALIST 2	\$22.48	\$23.61	\$24.79	\$26.04	\$27.35	\$28.72	\$30.16	\$31.68	\$33.27	\$34.93
BH CASE MGMT SPECIALIST SR	\$24.57	\$25.81	\$27.10	\$28.46	\$29.89	\$31.39	\$32.96	\$34.61	\$36.35	\$38.16
BH CLINICAL RECORDS SPECIALIST	\$17.78	\$18.67	\$19.61	\$20.59	\$21.63	\$22.71	\$23.85	\$25.04	\$26.30	\$27.62
BH QUALITY ASSURANCE COORD	\$27.19	\$28.55	\$29.99	\$31.50	\$33.07	\$34.73	\$36.47	\$38.30	\$40.22	\$42.24
BH SITE COORDINATOR	\$18.87	\$19.82	\$20.81	\$21.86	\$22.95	\$24.11	\$25.32	\$26.58	\$27.92	\$29.32
BH SUPERVISING SITE COORD	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
BH SUPPORT SERVICES COORD	\$16.88	\$17.74	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80	\$25.00	\$26.25
BH SUPPORTIVE SERVICES TECH 1	\$14.94	\$15.70	\$16.49	\$17.33	\$18.20	\$19.12	\$20.08	\$21.08	\$22.14	\$23.26
BH SUPPORTIVE SERVICES TECH 2	\$16.00	\$16.80	\$17.65	\$18.53	\$19.47	\$20.44	\$21.47	\$22.54	\$23.68	\$24.86
BH SYSTEMS ANALYST	\$26.14	\$27.46	\$28.83	\$30.28	\$31.80	\$33.40	\$35.07	\$36.83	\$38.68	\$40.62
BH THERAPIST 1	\$25.43	\$26.70	\$28.04	\$29.45	\$30.92	\$32.47	\$34.10	\$35.81	\$37.61	\$39.50
BH THERAPIST 2	\$28.02	\$29.43	\$30.89	\$32.45	\$34.08	\$35.79	\$37.59	\$39.47	\$41.45	\$43.53
BH THERAPIST SENIOR	\$30.94	\$32.49	\$34.12	\$35.83	\$37.63	\$39.52	\$41.50	\$43.58	\$45.76	\$48.05
BLDG & GRNDS MAINT TECHNICIAN	\$17.81	\$18.70	\$19.65	\$20.63	\$21.67	\$22.75	\$23.90	\$25.09	\$26.35	\$27.68
BLDG & GRNDS MAINT WORKER 1	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
BLDG & GRNDS MAINT WORKER 2	\$15.00	\$15.75	\$16.54	\$17.37	\$18.24	\$19.16	\$20.12	\$21.13	\$22.19	\$23.30
BLDG & GRNDS MAINT WORKER 3	\$16.95	\$17.80	\$18.69	\$19.63	\$20.62	\$21.66	\$22.75	\$23.89	\$25.09	\$26.35
BRANCH LIBRARY ASSISTANT 1	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
BRANCH LIBRARY ASSISTANT 2	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86
BUILDING INSPECTOR 1	\$19.65	\$20.63	\$21.68	\$22.77	\$23.91	\$25.12	\$26.38	\$27.70	\$29.08	\$30.55
BUILDING INSPECTOR 2	\$22.74	\$23.89	\$25.09	\$26.35	\$27.67	\$29.05	\$30.51	\$32.04	\$33.65	\$35.34
BUILDING PLANCHECK INSPECTOR	\$24.45	\$25.68	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44	\$36.17	\$37.98
BUILDING PLANS EXAMINER 1	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
BUILDING PLANS EXAMINER 2	\$25.68	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44	\$36.17	\$37.98	\$39.88
CADASTRAL DRAFTING SPECIALST	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82	\$34.47
CHILD SUPPORT ACCOUNTING SPEC	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37	\$29.80
CHILD SUPPORT ASSISTANT	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
CHILD SUPPORT SPECIALIST 1	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86
CHILD SUPPORT SPECIALIST 2	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86	\$24.01
CHILD SUPPORT SPECIALIST 3	\$17.01	\$17.87	\$18.77	\$19.71	\$20.70	\$21.74	\$22.83	\$23.98	\$25.18	\$26.44
CODE ENFORCEMENT OFFICER	\$24.68	\$25.92	\$27.22	\$28.58	\$30.02	\$31.53	\$33.10	\$34.76	\$36.50	\$38.33
COLLECTIONS OFFICER 1	\$19.17	\$20.13	\$21.15	\$22.21	\$23.34	\$24.50	\$25.73	\$27.02	\$28.37	\$29.80
COLLECTIONS OFFICER 2	\$21.13	\$22.19	\$23.31	\$24.48	\$25.71	\$27.00	\$28.35	\$29.78	\$31.28	\$32.84
COMMUNITY OUTREACH COORDINATOR	\$18.25	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37
CUSTODIAN	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
DA ADMIN/ASST PUBLIC ADMIN	\$21.14	\$22.20	\$23.32	\$24.48	\$25.71	\$26.99	\$28.35	\$29.78	\$31.28	\$32.84
DA INVESTIGATIONS SPECIALIST	\$24.56	\$25.80	\$27.09	\$28.45	\$29.88	\$31.38	\$32.95	\$34.60	\$36.34	\$38.16
DA INVESTIGATIVE ASSISTANT	\$19.68	\$20.66	\$21.70	\$22.78	\$23.93	\$25.14	\$26.40	\$27.73	\$29.11	\$30.57
DEPUTY CHILD SUP ATTORNEY 1	\$26.29	\$27.61	\$28.99	\$30.45	\$31.98	\$33.59	\$35.28	\$37.04	\$38.90	\$40.85
DEPUTY CHILD SUP ATTORNEY 2	\$29.01	\$30.47	\$32.00	\$33.61	\$35.30	\$37.06	\$38.92	\$40.87	\$42.92	\$45.07
DEPUTY CLERK-RECORDER 1	\$15.08	\$15.83	\$16.63	\$17.47	\$18.35	\$19.28	\$20.25	\$21.28	\$22.34	\$23.46
DEPUTY CLERK-RECORDER 2	\$16.58	\$17.42	\$18.30	\$19.23	\$20.19	\$21.22	\$22.27	\$23.40	\$24.57	\$25.81
DEPUTY DISTRICT ATTORNEY 1	\$31.77	\$33.37	\$35.03	\$36.79	\$38.64	\$40.58	\$42.61	\$44.74	\$46.98	\$49.34
DEPUTY DISTRICT ATTORNEY 2	\$33.36	\$35.02	\$36.78	\$38.62	\$40.56	\$42.59	\$44.72	\$46.96	\$49.32	\$51.79
DEPUTY DISTRICT ATTORNEY 3	\$38.62	\$40.56	\$42.59	\$44.72	\$46.96	\$49.32	\$51.79	\$54.38	\$57.10	\$59.97
DEPUTY PUB GUARD/CONSERVATOR 1	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
DEPUTY PUB GUARD/CONSERVATOR 2	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86	\$24.01
DISTRICT ATTORNEY INVESTIGATOR	\$22.75	\$23.89	\$25.09	\$26.35	\$27.67	\$29.06	\$30.52	\$32.05	\$33.66	\$35.35
DRINKING DRIVER COORDINATOR	\$18.25	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37
DRIVER 1	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
DRIVER 2	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86
DRIVER 3	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86	\$24.01
ELECTIONS COORDINATOR	\$24.08	\$25.30	\$26.56	\$27.90	\$29.31	\$30.78	\$32.33	\$33.95	\$35.66	\$37.45
ELECTIONS SERVICES ASSISTANT 1	\$15.08	\$15.83	\$16.63	\$17.47	\$18.35	\$19.28	\$20.25	\$21.28	\$22.34	\$23.46
ELECTIONS SERVICES ASSISTANT 2	\$16.58	\$17.42	\$18.30	\$19.23	\$20.19	\$21.22	\$22.27	\$23.40	\$24.57	\$25.81
ELECTIONS SPECIALIST	\$16.08	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80	\$24.99
ELIGIBILITY SPECIALIST 1	\$14.74	\$15.49	\$16.27	\$17.09	\$17.94	\$18.84	\$19.79	\$20.78	\$21.83	\$22.92
ELIGIBILITY SPECIALIST 2	\$16.21	\$17.02	\$17.88	\$18.77	\$19.72	\$20.71	\$21.76	\$22.85	\$24.00	\$25.21
ELIGIBILITY SPECIALIST 3	\$18.08	\$18.98	\$19.94	\$20.94	\$22.00	\$23.11	\$24.26	\$25.48	\$26.75	\$28.10
EMPLOYMENT & TRAINING WORKER 1	\$17.67	\$18.55	\$19.49	\$20.46	\$21.49	\$22.56	\$23.70	\$24.88	\$26.13	\$27.44
EMPLOYMENT & TRAINING WORKER 2	\$19.47	\$20.44	\$21.47	\$22.54	\$23.68	\$24.86	\$26.11	\$27.42	\$28.79	\$30.24
EMPLOYMENT & TRAINING WORKER 3	\$21.46	\$22.53	\$23.67	\$24.85	\$26.10	\$27.41	\$28.78	\$30.23	\$31.75	\$33.34
ENGINEERING AIDE	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
ENGINEERING TECHNICIAN 1	\$17.74	\$18.63	\$19.57	\$20.55	\$21.59	\$22.67	\$23.81	\$25.00	\$26.26	\$27.58
ENGINEERING TECHNICIAN 2	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37	\$29.80
ENVIRONMENTAL HEALTH AIDE	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80	\$24.99	\$26.25
ENVIRONMENTAL HEALTH SPEC 1	\$23.73	\$24.92	\$26.17	\$27.49	\$28.86	\$30.31	\$31.83	\$33.43	\$35.10	\$36.86
ENVIRONMENTAL HEALTH SPEC 2	\$26.18	\$27.50	\$28.87	\$30.32	\$31.84	\$33.44	\$35.11	\$36.87	\$38.72	\$40.66
ENVIRONMENTAL HEALTH SPEC 3	\$28.80	\$30.25	\$31.77	\$33.37	\$35.03	\$36.79	\$38.64	\$40.58	\$42.61	\$44.74
ENVIRONMENTAL HEALTH TECH 1	\$16.88	\$17.74	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80	\$25.00	\$26.25
ENVIRONMENTAL HEALTH TECH 2	\$18.25	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37
EXECUTIVE ASSISTANT-PLANNING	\$16.08	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80	\$24.99
FAIR FISCAL COORDINATOR 1	\$21.13	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82
FAIR FISCAL COORDINATOR 2	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
FAMILY VIOLENCE OFFICER	\$18.26	\$19.18	\$20.14	\$21.16	\$22.22	\$23.34	\$24.51	\$25.74	\$27.03	\$28.39
FIELD SERVICES ASSISTANT	\$15.32	\$16.09	\$16.90	\$17.76	\$18.65	\$19.59	\$20.57	\$21.61	\$22.69	\$23.83
FISCAL & TECH SERVICES ASST 1	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
FISCAL & TECH SERVICES ASST 2	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86
FISCAL & TECH SERVICES ASST 3	\$16.21	\$17.02	\$17.88	\$18.77	\$19.72	\$20.71	\$21.76	\$22.85	\$24.00	\$25.21
GEO INFO SYS (GIS) PLANNER 1	\$21.66	\$22.74	\$23.89	\$25.08	\$26.34	\$27.67	\$29.05	\$30.51	\$32.04	\$33.65
GEO INFO SYS (GIS) PLANNER 2	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
GRANT COMPLIANCE ASSISTANT	\$14.57	\$15.31	\$16.08	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66
HAZ MAT SPECIALIST 1	\$23.73	\$24.92	\$26.17	\$27.49	\$28.86	\$30.31	\$31.83	\$33.43	\$35.10	\$36.86
HAZ MAT SPECIALIST 2	\$26.18	\$27.50	\$28.87	\$30.32	\$31.84	\$33.44	\$35.11	\$36.87	\$38.72	\$40.66
HAZ MAT SPECIALIST 3	\$28.80	\$30.25	\$31.77	\$33.37	\$35.03	\$36.79	\$38.64	\$40.58	\$42.61	\$44.74
HEAD COOK	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86
HEALTH AIDE 1	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
HEALTH AIDE 2	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86
HEALTH EDUCATION COORDINATOR 1	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
HEALTH EDUCATION SPECIALIST	\$21.13	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82
HIV SPECIALTY CLINIC THERAPIST	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18	\$37.99
INFORMATION SYSTEMS TECHNICIAN	\$21.81	\$22.90	\$24.05	\$25.26	\$26.52	\$27.85	\$29.25	\$30.71	\$32.25	\$33.87
JUNIOR ENGINEER	\$21.13	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82
LAW LIBRARIAN	\$14.56	\$15.30	\$16.07	\$16.97	\$17.72	\$18.61	\$19.55	\$20.53	\$21.57	\$22.65
LEAD DEPUTY CLERK-RECORDER	\$20.71	\$21.76	\$22.85	\$24.01	\$25.22	\$26.48	\$27.81	\$29.21	\$30.67	\$32.21

Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	L1	L2	L3	L4	L5
LEGAL SECRETARY	\$18.72	\$19.67	\$20.65	\$21.69	\$22.77	\$23.92	\$25.12	\$26.37	\$27.70	\$29.08
LEGAL SECRETARY - SENIOR	\$19.86	\$20.86	\$21.91	\$23.01	\$24.17	\$25.38	\$26.65	\$27.99	\$29.39	\$30.86
LEGAL SECRETARY - TRAINEE	\$16.98	\$17.83	\$18.73	\$19.67	\$20.66	\$21.70	\$22.79	\$23.93	\$25.13	\$26.39
LEGAL SERVICES ASSISTANT 1	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
LEGAL SERVICES ASSISTANT 2	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86	\$24.01
LIBRARIAN	\$21.01	\$22.07	\$23.18	\$24.34	\$25.57	\$26.85	\$28.20	\$29.62	\$31.10	\$32.66
LIBRARY AIDE	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
LIBRARY LITERACY CLERK	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
LIBRARY TECHNICIAN	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
LICENSED VOCATIONAL NURSE 1-BH	\$20.19	\$21.21	\$22.27	\$23.39	\$24.56	\$25.80	\$27.09	\$28.45	\$29.88	\$31.38
LICENSED VOCATIONAL NURSE 1-PH	\$20.19	\$21.21	\$22.27	\$23.39	\$24.56	\$25.80	\$27.09	\$28.45	\$29.88	\$31.38
LICENSED VOCATIONAL NURSE 2-BH	\$21.20	\$22.26	\$23.38	\$24.55	\$25.79	\$27.08	\$28.45	\$29.87	\$31.37	\$32.94
LICENSED VOCATIONAL NURSE 2-PH	\$21.20	\$22.26	\$23.38	\$24.55	\$25.79	\$27.08	\$28.44	\$29.87	\$31.37	\$32.94
LITERACY PROGRAM ASSISTANT 1	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
LITERACY PROGRAM ASSISTANT 2	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86	\$24.01
MANAGEMENT ANALYST 1	\$21.13	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82
MANAGEMENT ANALYST 2	\$23.50	\$24.67	\$25.91	\$27.21	\$28.57	\$30.01	\$31.52	\$33.09	\$34.75	\$36.49
MENTORING COORDINATOR	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
MUSEUM REGISTRAR	\$14.57	\$15.31	\$16.08	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66
NATURAL RESOURCES ANALYST	\$20.63	\$21.67	\$22.75	\$23.90	\$25.09	\$26.35	\$27.68	\$29.06	\$30.52	\$32.05
NURSE PRACTITIONER	\$46.47	\$48.80	\$51.25	\$53.81	\$56.50	\$59.34	\$62.31	\$65.43	\$68.70	\$72.14
OFFICE ASSISTANT 1	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
OFFICE ASSISTANT 2	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86
OFFICE ASSISTANT 3	\$16.21	\$17.02	\$17.88	\$18.77	\$19.72	\$20.71	\$21.76	\$22.85	\$24.00	\$25.21
OFFICE AUTOMATION ANALYST	\$22.18	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45
OFFICE AUTOMATION SPECIALIST	\$18.26	\$19.18	\$20.14	\$21.16	\$22.22	\$23.34	\$24.51	\$25.74	\$27.03	\$28.39
PARALEGAL 1	\$16.08	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80	\$24.99
PARALEGAL 2	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80	\$24.99	\$26.25	\$27.57
PARALEGAL 3	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37	\$29.80
PERMIT TECHNICIAN	\$16.47	\$17.30	\$18.17	\$19.10	\$20.05	\$21.05	\$22.11	\$23.22	\$24.38	\$25.61
PHYSICIAN ASSISTANT	\$46.47	\$48.80	\$51.25	\$53.81	\$56.50	\$59.34	\$62.31	\$65.43	\$68.70	\$72.14
PLANNING TECHNICIAN	\$17.81	\$18.70	\$19.65	\$20.63	\$21.67	\$22.75	\$23.90	\$25.09	\$26.35	\$27.68
PREVENTION AIDE	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
PROG COMPL & TRAINING ANALYST	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37	\$29.80
PROGRAMMER ANALYST	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82	\$34.47
PROJECT MANAGER	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44	\$36.17	\$37.98	\$39.88	\$41.88
PROPERTY TAX ASSESSMENT SPEC 1	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86
PROPERTY TAX ASSESSMENT SPEC 2	\$16.21	\$17.02	\$17.88	\$18.77	\$19.72	\$20.71	\$21.76	\$22.85	\$24.00	\$25.21
PROPERTY TAX ASSESSMENT TECH	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
PSYCHIATRIC NURSE 1	\$26.14	\$27.46	\$28.83	\$30.28	\$31.80	\$33.40	\$35.07	\$36.83	\$38.68	\$40.62
PSYCHIATRIC NURSE 2	\$29.28	\$30.74	\$32.28	\$33.90	\$35.60	\$37.39	\$39.26	\$41.23	\$43.30	\$45.47
PSYCHIATRIC TECHNICIAN	\$18.25	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37
PUBLIC HEALTH NURSE 1	\$26.14	\$27.46	\$28.83	\$30.28	\$31.80	\$33.40	\$35.07	\$36.83	\$38.68	\$40.62
PUBLIC HEALTH NURSE 2	\$29.28	\$30.74	\$32.28	\$33.90	\$35.60	\$37.39	\$39.26	\$41.23	\$43.30	\$45.47
PUBLIC HEALTH NURSE 3	\$32.41	\$34.04	\$35.75	\$37.54	\$39.42	\$41.40	\$43.47	\$45.65	\$47.94	\$50.34
PUBLIC WORKS SR ENV PLANNER	\$25.68	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44	\$36.17	\$37.98	\$39.88
QUALITY ASSURANCE COORDINATOR	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18	\$37.99
RECORDING SECRETARY	\$15.32	\$16.09	\$16.90	\$17.76	\$18.65	\$19.59	\$20.57	\$21.61	\$22.69	\$23.83
RECORDS MANAGEMENT TECH 1	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
RECORDS MANAGEMENT TECH 2	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86	\$24.01

Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	L1	L2	L3	L4	L5
REGISTERED DENTAL ASSISTANT 1	\$20.19	\$21.21	\$22.27	\$23.39	\$24.56	\$25.80	\$27.09	\$28.45	\$29.88	\$31.38
REGISTERED DENTAL ASSISTANT 2	\$21.20	\$22.26	\$23.38	\$24.55	\$25.79	\$27.08	\$28.44	\$29.87	\$31.37	\$32.94
REGISTERED NURSE 1 - BH	\$26.14	\$27.46	\$28.83	\$30.28	\$31.80	\$33.40	\$35.07	\$36.83	\$38.68	\$40.62
REGISTERED NURSE 1 - PH	\$26.14	\$27.46	\$28.83	\$30.28	\$31.80	\$33.40	\$35.07	\$36.83	\$38.68	\$40.62
REGISTERED NURSE 2 - BH	\$29.28	\$30.74	\$32.28	\$33.90	\$35.60	\$37.39	\$39.26	\$41.23	\$43.30	\$45.47
REGISTERED NURSE 2 - PH	\$29.28	\$30.74	\$32.28	\$33.90	\$35.60	\$37.39	\$39.26	\$41.23	\$43.30	\$45.47
SECRETARY	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
SENIOR BUILDING INSPECTOR	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
SENIOR BUILDING PLNCHK INSP	\$26.88	\$28.23	\$29.65	\$31.13	\$32.69	\$34.33	\$36.05	\$37.86	\$39.76	\$41.75
SENIOR DISTRICT ATTORNEY INVST	\$25.06	\$26.32	\$27.64	\$29.03	\$30.49	\$32.02	\$33.63	\$35.32	\$37.09	\$38.95
SENIOR ENGINEERING TECHNICIAN	\$21.13	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82
SENIOR PERMIT TECHNICIAN	\$18.52	\$19.46	\$20.43	\$21.46	\$22.53	\$23.67	\$24.85	\$26.10	\$27.41	\$28.78
SENIOR PLANNER	\$25.68	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44	\$36.17	\$37.98	\$39.88
SENIOR SOCIAL WORKER A	\$25.62	\$26.90	\$28.25	\$29.67	\$31.16	\$32.71	\$34.35	\$36.07	\$37.88	\$39.78
SENIOR SOCIAL WORKER B	\$28.03	\$29.44	\$30.91	\$32.46	\$34.09	\$35.80	\$37.59	\$39.49	\$41.47	\$43.55
SITE MANAGER	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86	\$24.01
SOCIAL SERVICES AIDE	\$15.79	\$16.58	\$17.42	\$18.29	\$19.21	\$20.17	\$21.19	\$22.25	\$23.37	\$24.54
SOCIAL WORKER 1	\$20.39	\$21.42	\$22.49	\$23.62	\$24.80	\$26.05	\$27.36	\$28.73	\$30.17	\$31.69
SOCIAL WORKER 2	\$22.48	\$23.61	\$24.79	\$26.04	\$27.35	\$28.72	\$30.16	\$31.68	\$33.27	\$34.93
SOCIAL WORKER 3	\$24.57	\$25.81	\$27.10	\$28.46	\$29.89	\$31.39	\$32.96	\$34.61	\$36.35	\$38.17
SOLID WASTE PROGRAM MANAGER	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
STAFF SERVICES ANALYST 1	\$21.91	\$23.00	\$24.16	\$25.38	\$26.65	\$27.99	\$29.40	\$30.87	\$32.42	\$34.05
STAFF SERVICES ANALYST 2	\$24.15	\$25.37	\$26.64	\$27.98	\$29.39	\$30.86	\$32.41	\$34.04	\$35.75	\$37.54
STAFF SERVICES SPECIALIST	\$21.14	\$22.20	\$23.32	\$24.48	\$25.71	\$26.99	\$28.35	\$29.78	\$31.28	\$32.84
SUBSTANCE USE DISORDER SPEC 1	\$19.58	\$20.56	\$21.60	\$22.68	\$23.82	\$25.01	\$26.27	\$27.59	\$28.97	\$30.43
SUBSTANCE USE DISORDER SPEC 2	\$21.60	\$22.68	\$23.82	\$25.01	\$26.27	\$27.59	\$28.97	\$30.43	\$31.96	\$33.56
TELECOMMUNICATIONS TECHNICIAN	\$22.17	\$23.29	\$24.45	\$25.69	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44
TREAS/TAX COLLECTIONS OFFCR 1	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37	\$29.80
TREAS/TAX COLLECTIONS OFFCR 2	\$21.13	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82
TREASURER/TAX SPECIALIST 1	\$14.30	\$15.02	\$15.78	\$16.57	\$17.41	\$18.28	\$19.20	\$20.16	\$21.18	\$22.24
TREASURER/TAX SPECIALIST 2	\$15.79	\$16.58	\$17.42	\$18.29	\$19.21	\$20.17	\$21.19	\$22.25	\$23.37	\$24.54
TREASURER/TAX TECHNICIAN	\$15.22	\$15.98	\$16.78	\$17.63	\$18.51	\$19.45	\$20.42	\$21.45	\$22.52	\$23.66
VETERANS SERVICE REP 1	\$15.32	\$16.09	\$16.90	\$17.76	\$18.65	\$19.59	\$20.57	\$21.61	\$22.69	\$23.83
VETERANS SERVICE REP 2	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80	\$24.99	\$26.25
VICTIM/WITNESS ADVOCATE	\$15.31	\$16.08	\$16.88	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80
WELFARE FRAUD INVESTIGATOR 1	\$22.22	\$23.34	\$24.51	\$25.74	\$27.03	\$28.39	\$29.82	\$31.32	\$32.88	\$34.53
WELFARE FRAUD INVESTIGATOR 2	\$24.10	\$25.31	\$26.57	\$27.91	\$29.31	\$30.77	\$32.32	\$33.94	\$35.64	\$37.43

**County of Plumas  
Pay Schedule**

**Effective as of 12/15/2020**

**Revised and adopted by the Board of Supervisors as of 02/16/2021 per Resolution No. 2021-8564**

**OE3 MID-MANAGEMENT**

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
A&D PROG CLINICIAN/SUPERVISOR	\$29.73	\$31.22	\$32.78	\$34.43	\$36.16	\$37.97	\$39.87	\$41.87	\$43.97	\$46.17
ALCOHOL & DRUG PROG CHIEF	\$29.73	\$31.22	\$32.78	\$34.43	\$36.16	\$37.97	\$39.87	\$41.87	\$43.97	\$46.17
ALTERNATIVE SENTENCING MANAGER	\$25.65	\$26.93	\$28.28	\$29.70	\$31.19	\$32.75	\$34.39	\$36.12	\$37.93	\$39.83
ANIMAL CONTROL SUPERVISOR	\$17.81	\$18.69	\$19.64	\$20.62	\$21.66	\$22.74	\$23.89	\$25.08	\$26.34	\$27.67
ASSESSOR'S OFFICE MANAGER	\$21.13	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82
ASSISTANT BUILDING OFFICIAL	\$29.73	\$31.22	\$32.78	\$34.42	\$36.16	\$37.97	\$39.87	\$41.87	\$43.97	\$46.17
ASSISTANT COUNTY ASSESSOR	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44	\$36.17	\$37.98	\$39.88	\$41.88
ASSISTANT DISTRICT ATTORNEY	\$44.72	\$46.96	\$49.32	\$51.79	\$54.38	\$57.10	\$59.97	\$62.97	\$66.13	\$69.44
ASSISTANT PLANNING DIRECTOR	\$29.73	\$31.22	\$32.78	\$34.43	\$36.16	\$37.97	\$39.87	\$41.87	\$43.97	\$46.17
ASST COUNTY CLERK-RECORDER	\$26.63	\$27.97	\$29.37	\$30.83	\$32.38	\$34.01	\$35.71	\$37.51	\$39.39	\$41.37
ASST DIR DEPT OF CHILD SUP SVC	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
ASST DIR OF PUBLIC WORKS	\$31.21	\$32.77	\$34.42	\$36.15	\$37.96	\$39.86	\$41.86	\$43.96	\$46.16	\$48.47
ASST DIRECTOR OF PUBLIC HEALTH	\$37.94	\$39.84	\$41.84	\$43.94	\$46.14	\$48.45	\$50.88	\$53.44	\$56.11	\$58.92
ASST TREASURER/TAX COLLECTOR	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44	\$36.17	\$37.98	\$39.88	\$41.88
BH ADMIN SERVICES OFFICER	\$33.46	\$35.13	\$36.89	\$38.74	\$40.68	\$42.72	\$44.86	\$47.11	\$49.48	\$51.96
BH AOD PROGRAM ADMIN	\$36.59	\$38.43	\$40.36	\$42.38	\$44.50	\$46.73	\$49.07	\$51.54	\$54.12	\$56.83
BH CONTINUING CARE COORDINATOR	\$33.46	\$35.13	\$36.89	\$38.74	\$40.68	\$42.72	\$44.86	\$47.11	\$49.48	\$51.96
BH QUAL IMPROVEMENT/COMPL MGR	\$36.59	\$38.43	\$40.36	\$42.38	\$44.50	\$46.73	\$49.07	\$51.54	\$54.12	\$56.83
BH UNIT SUPERVISOR	\$33.46	\$35.13	\$36.89	\$38.74	\$40.68	\$42.72	\$44.86	\$47.11	\$49.48	\$51.96
BH UNIT SUPERVISOR-NURSING	\$33.46	\$35.13	\$36.89	\$38.74	\$40.68	\$42.72	\$44.86	\$47.11	\$49.48	\$51.96
BLDG/GRDS MAINT SUPERVISOR 1	\$17.87	\$18.77	\$19.71	\$20.70	\$21.74	\$22.83	\$23.98	\$25.18	\$26.44	\$27.77
BLDG/GRDS MAINT SUPERVISOR 2	\$19.20	\$20.17	\$21.18	\$22.24	\$23.35	\$24.53	\$25.77	\$27.07	\$28.42	\$29.85
BUILDING OFFICIAL	\$32.76	\$34.40	\$36.13	\$37.94	\$39.84	\$41.84	\$43.94	\$46.14	\$48.45	\$50.88
CHIEF APPRAISER	\$25.68	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44	\$36.17	\$37.98	\$39.88
CHIEF CODE ENFORCEMENT OFFICER	\$28.59	\$30.03	\$31.54	\$33.11	\$34.77	\$36.51	\$38.34	\$40.26	\$42.28	\$44.40
CHIEF DEP PUB GRDN/CONSERVATOR	\$24.57	\$25.81	\$27.10	\$28.46	\$29.89	\$31.39	\$32.96	\$34.61	\$36.35	\$38.17
CHILDRENS SERVICES COORDINATOR	\$29.03	\$30.49	\$32.02	\$33.63	\$35.32	\$37.08	\$38.94	\$40.89	\$42.94	\$45.09
COMMUNITY CARE CASE MANAGER	\$17.73	\$18.62	\$19.56	\$20.54	\$21.58	\$22.66	\$23.80	\$24.99	\$26.25	\$27.57
DEPUTY AG COMM/SEALER OF WEIGHTS & MEASURES	\$28.66	\$30.10	\$31.61	\$33.20	\$34.86	\$36.61	\$38.45	\$40.38	\$42.40	\$44.52
DEP DIR/SOC SERV PROGRAM MGR	\$34.19	\$35.91	\$37.71	\$39.60	\$41.58	\$43.66	\$45.85	\$48.15	\$50.56	\$53.09
DEPARTMENT FISCAL OFFICER 1	\$21.13	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82
DEPARTMENT FISCAL OFFICER 2	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
DEPUTY DIR OF PUBLIC WORKS	\$28.30	\$29.72	\$31.21	\$32.77	\$34.42	\$36.15	\$37.96	\$39.86	\$41.86	\$43.96
DIRECTOR OF NURSING - PH	\$39.74	\$41.73	\$43.82	\$46.01	\$48.31	\$50.73	\$53.28	\$55.95	\$58.75	\$61.70
DIV DIR VETERANS SVCS OFFICER	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
ELIGIBILITY SUPERVISOR	\$21.13	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82
EMPLOYMENT & TRNG WKR SUP	\$26.24	\$27.56	\$28.94	\$30.39	\$31.92	\$33.52	\$35.20	\$36.96	\$38.81	\$40.76
EQUIPMENT MAINT SUPERVISOR	\$23.30	\$24.46	\$25.69	\$26.97	\$28.33	\$29.75	\$31.24	\$32.80	\$34.45	\$36.18
FISCAL SUPPORT CODRD	\$18.50	\$19.43	\$20.41	\$21.44	\$22.52	\$23.65	\$24.84	\$26.09	\$27.40	\$28.77
GEO INFO SYSTEM (GIS) COORD	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44	\$36.17	\$37.98	\$39.88	\$41.88
GRANT COMPLIANCE OFFICER	\$18.25	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.01	\$28.37

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
HEALTH EDUCATION COORDINATOR 2	\$25.68	\$26.96	\$28.32	\$29.74	\$31.23	\$32.79	\$34.44	\$36.17	\$37.98	\$39.88
LIBRARY LITERACY PROGRAM COORD	\$15.32	\$16.09	\$16.90	\$17.76	\$18.65	\$19.59	\$20.57	\$21.61	\$22.69	\$23.83
MNTL HLTH SERVICES ACT COORD	\$29.03	\$30.49	\$32.02	\$33.63	\$35.32	\$37.08	\$38.94	\$40.89	\$42.94	\$45.09
OFFICE SUPERVISOR	\$18.82	\$19.77	\$20.76	\$21.81	\$22.90	\$24.05	\$25.26	\$26.52	\$27.85	\$29.25
PERMIT MANAGER	\$21.13	\$22.19	\$23.31	\$24.47	\$25.70	\$26.98	\$28.34	\$29.76	\$31.26	\$32.82
PH ADMIN SERVICES OFFICER	\$33.46	\$35.13	\$36.89	\$38.74	\$40.68	\$42.72	\$44.86	\$47.11	\$49.48	\$51.96
PROGRAM CHIEF-NURSING	\$29.73	\$31.22	\$32.78	\$34.43	\$36.16	\$37.97	\$39.87	\$41.87	\$43.97	\$46.17
PROGRAM MANAGER 1	\$30.94	\$32.49	\$34.12	\$35.83	\$37.63	\$39.52	\$41.50	\$43.58	\$45.76	\$48.05
PROGRAM MANAGER 2	\$32.49	\$34.12	\$35.83	\$37.63	\$39.52	\$41.50	\$43.58	\$45.76	\$48.05	\$50.46
PUBLIC HEALTH PROG DIV CHIEF	\$28.29	\$29.71	\$31.20	\$32.76	\$34.40	\$36.13	\$37.94	\$39.84	\$41.84	\$43.94
PW FISCAL OFF/ADMIN SRVC MGR	\$26.81	\$28.16	\$29.58	\$31.06	\$32.62	\$34.26	\$35.98	\$37.78	\$39.67	\$41.66
PW ROAD MAINTENANCE SUPERVISOR	\$20.14	\$21.16	\$22.22	\$23.34	\$24.51	\$25.74	\$27.03	\$28.39	\$29.82	\$31.32
RECORDS MGMT COORDINATOR	\$18.26	\$19.18	\$20.14	\$21.16	\$22.22	\$23.34	\$24.51	\$25.74	\$27.03	\$28.39
SENIOR SERVICES DIVISION DIR.	\$21.66	\$22.74	\$23.89	\$25.08	\$26.34	\$27.67	\$29.05	\$30.51	\$32.04	\$33.65
SOCIAL SERVICES SUPERVISOR 1	\$26.81	\$28.16	\$29.58	\$31.06	\$32.62	\$34.26	\$35.98	\$37.78	\$39.67	\$41.66
SOCIAL SERVICES SUPERVISOR 2	\$30.94	\$32.49	\$34.13	\$35.84	\$37.63	\$39.52	\$41.50	\$43.58	\$45.76	\$48.06
STAFF SERVICES MANAGER	\$29.72	\$31.21	\$32.77	\$34.42	\$36.15	\$37.96	\$39.86	\$41.86	\$43.96	\$46.16
VICTIM/WITNESS COORDINATOR	\$17.72	\$18.61	\$19.55	\$20.53	\$21.57	\$22.65	\$23.79	\$24.98	\$26.24	\$27.56

County of Plumas  
Pay Schedule

Effective as of 12/15/2020

Revised and adopted by the Board of Supervisors as of 02/16/2021 per Resolution No. 2021-8564

**PROBATION MID-MANAGEMENT**

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
DEPARTMENT FISCAL OFFICER 1	\$20.92	\$21.97	\$23.07	\$24.23	\$25.44	\$26.71	\$28.06	\$29.46	\$30.94	\$32.49
DEPARTMENT FISCAL OFFICER 2	\$23.05	\$24.21	\$25.42	\$26.69	\$28.04	\$29.44	\$30.92	\$32.47	\$34.10	\$35.80
SUPERVISING PROBATION OFFICER	\$24.83	\$26.07	\$27.38	\$28.75	\$30.20	\$31.71	\$33.30	\$34.97	\$36.72	\$38.56

County of Plumas  
Pay Schedule

Effective as of 12/15/2020  
Revised and adopted by the Board of Supervisors as of 02/16/2021 per Resolution No. 2021-8564

**PROBATION ASSC**

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
ADMINISTRATIVE ASSISTANT 1	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
ADMINISTRATIVE ASSISTANT 2	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86	\$24.01
DEPUTY PROBATION OFFICER 1	\$17.98	\$18.88	\$19.83	\$20.83	\$21.88	\$22.98	\$24.13	\$25.34	\$26.61	\$27.95
DEPUTY PROBATION OFFICER 2	\$19.45	\$20.43	\$21.46	\$22.54	\$23.67	\$24.87	\$26.12	\$27.43	\$28.81	\$30.25
DEPUTY PROBATION OFFICER 3	\$21.44	\$22.52	\$23.65	\$24.85	\$26.09	\$27.40	\$28.77	\$30.22	\$31.73	\$33.33
DETENTION COORDINATOR	\$19.00	\$19.96	\$20.96	\$22.01	\$23.11	\$24.27	\$25.49	\$26.78	\$28.12	\$29.53
LEGAL SERVICES ASSISTANT 1	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
LEGAL SERVICES ASSISTANT 2	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86	\$24.01
MANAGEMENT ANALYST 1	\$21.23	\$22.30	\$23.42	\$24.59	\$25.83	\$27.12	\$28.48	\$29.91	\$31.41	\$32.99
MANAGEMENT ANALYST 2	\$23.61	\$24.80	\$26.04	\$27.34	\$28.71	\$30.16	\$31.67	\$33.26	\$34.93	\$36.67
OFFICE ASSISTANT 1	\$14.00	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77
OFFICE ASSISTANT 2	\$14.70	\$15.44	\$16.22	\$17.04	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86
OFFICE ASSISTANT 3	\$16.21	\$17.02	\$17.88	\$18.77	\$19.72	\$20.71	\$21.76	\$22.85	\$24.00	\$25.21
PROB PROG COORD/ADMIN ASSIST	\$18.89	\$19.84	\$20.84	\$21.89	\$22.99	\$24.14	\$25.35	\$26.62	\$27.96	\$29.36
PROBATION ASSISTANT	\$15.14	\$15.90	\$16.70	\$17.53	\$18.41	\$19.34	\$20.31	\$21.33	\$22.40	\$23.52
PROBATION REPORT WRITER	\$18.05	\$18.96	\$19.91	\$20.91	\$21.96	\$23.06	\$24.22	\$25.43	\$26.70	\$28.05

**County of Plumas  
Pay Schedule**

**Effective as of 12/15/2020**

**Revised and adopted by the Board of Supervisors as of 02/16/2021 per Resolution No. 2021-8564**

**SHERIFF EMPLOYEE ASSC**

<b>Job Title</b>	<b>HOURLY RATE</b>									
	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>L1</b>	<b>L2</b>	<b>L3</b>	<b>L4</b>	<b>L5</b>
ASSISTANT PROGRAM MANAGER	\$15.02	\$15.78	\$16.56	\$17.40	\$18.27	\$19.19	\$20.16	\$21.17	\$22.23	\$23.34
CORRECTIONAL OFFICER 1	\$17.98	\$18.89	\$19.84	\$20.83	\$21.88	\$22.99	\$24.14	\$25.35	\$26.63	\$27.97
CORRECTIONAL OFFICER 2	\$19.81	\$20.81	\$21.85	\$22.96	\$24.11	\$25.31	\$26.58	\$27.91	\$29.31	\$30.78
CORRECTIONAL SERGEANT	\$21.97	\$23.07	\$24.22	\$25.43	\$26.71	\$28.05	\$29.46	\$30.94	\$32.49	\$34.12
CRIME ANALYST	\$16.91	\$17.76	\$18.65	\$19.59	\$20.58	\$21.61	\$22.69	\$23.84	\$25.04	\$26.29
DEP SHERIFF 2/COM EQUIP COORD	\$27.85	\$29.25	\$30.71	\$32.26	\$33.88	\$35.57	\$37.36	\$39.23	\$41.20	\$43.26
DEPUTY SHERIFF 1	\$20.38	\$21.40	\$22.47	\$23.60	\$24.79	\$26.04	\$27.34	\$28.71	\$30.16	\$31.66
DEPUTY SHERIFF 2	\$22.45	\$23.57	\$24.76	\$26.00	\$27.31	\$28.68	\$30.12	\$31.63	\$33.23	\$34.90
DEPUTY SHERIFF 2-ADVANCED	\$23.63	\$24.82	\$26.07	\$27.37	\$28.74	\$30.19	\$31.70	\$33.29	\$34.96	\$36.70
DEPUTY SHERIFF 2-INTERMEDIATE	\$23.13	\$24.29	\$25.51	\$26.79	\$28.13	\$29.53	\$31.02	\$32.57	\$34.21	\$35.94
SH INVSTG/CANNABIS CODE COMPL	\$27.22	\$28.59	\$30.02	\$31.52	\$33.10	\$34.75	\$36.50	\$38.33	\$40.26	\$42.28
SHERIFF DISPATCHER 1	\$17.98	\$18.89	\$19.84	\$20.83	\$21.88	\$22.99	\$24.14	\$25.35	\$26.63	\$27.97
SHERIFF DISPATCHER 2	\$19.20	\$20.17	\$21.18	\$22.24	\$23.35	\$24.53	\$25.77	\$27.07	\$28.42	\$29.85
SHERIFF INVESTIGATOR	\$24.15	\$25.36	\$26.64	\$27.98	\$29.38	\$30.86	\$32.40	\$34.03	\$35.73	\$37.53
SHERIFF INVESTIGATOR SERGEANT	\$29.43	\$30.91	\$32.46	\$34.09	\$35.80	\$37.59	\$39.47	\$41.45	\$43.53	\$45.71
SHERIFF INVESTIGATOR-ADVANCED	\$25.41	\$26.69	\$28.03	\$29.44	\$30.92	\$32.47	\$34.10	\$35.81	\$37.60	\$39.49
SHERIFF INVESTIGATOR-INTERMED	\$24.88	\$26.13	\$27.43	\$28.82	\$30.26	\$31.77	\$33.37	\$35.04	\$36.79	\$38.64
SHERIFF SERGEANT	\$25.36	\$26.64	\$27.98	\$29.38	\$30.86	\$32.40	\$34.03	\$35.73	\$37.53	\$39.42
SHERIFF SERGEANT-ADVANCED	\$27.35	\$28.72	\$30.17	\$31.68	\$33.27	\$34.94	\$36.68	\$38.53	\$40.46	\$42.48
SHERIFF SERGEANT-INTERMEDIATE	\$26.75	\$28.10	\$29.50	\$30.99	\$32.54	\$34.17	\$35.89	\$37.68	\$39.57	\$41.56
SHERIFF SERVICES ASSISTANT 1	\$16.23	\$17.04	\$17.90	\$18.79	\$19.74	\$20.73	\$21.77	\$22.86	\$24.01	\$25.21
SHERIFF SERVICES ASSISTANT 2	\$17.89	\$18.78	\$19.73	\$20.72	\$21.76	\$22.85	\$24.00	\$25.20	\$26.46	\$27.80

County of Plumas  
Pay Schedule

Effective as of 12/15/2020

Revised and adopted by the Board of Supervisors as of 02/16/2021 per Resolution No. 2021-8564

**SHERIFF EMPLOYEE ASSC MID-MGMT**

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
ASST DIR OF EMERGENCY SERVICES	\$22.96	\$24.11	\$25.32	\$26.59	\$27.92	\$29.32	\$30.79	\$32.33	\$33.95	\$35.65
COMMUNICATIONS SUPER ADVANCED	\$23.22	\$24.38	\$25.61	\$26.90	\$28.25	\$29.67	\$31.15	\$32.72	\$34.36	\$36.08
COMMUNICATIONS SUPER INTERMED	\$22.77	\$23.91	\$25.12	\$26.37	\$27.69	\$29.08	\$30.54	\$32.08	\$33.68	\$35.38
COMMUNICATIONS SUPERVISOR	\$22.11	\$23.22	\$24.38	\$25.61	\$26.90	\$28.25	\$29.67	\$31.15	\$32.72	\$34.36
JAIL COMMANDER	\$31.65	\$33.25	\$34.92	\$36.66	\$38.50	\$40.42	\$42.45	\$44.59	\$46.82	\$49.17
SH INV SGT/CODE COMPLIANCE SUP	\$31.65	\$33.25	\$34.92	\$36.66	\$38.50	\$40.42	\$42.45	\$44.59	\$46.82	\$49.17
SHERIFF ADMIN SERGEANT	\$29.43	\$30.91	\$32.45	\$34.08	\$35.78	\$37.58	\$39.47	\$41.44	\$43.53	\$45.71
SHERIFF FISCAL OFFICER 1	\$22.63	\$23.77	\$24.96	\$26.22	\$27.53	\$28.92	\$30.37	\$31.90	\$33.49	\$35.17
SHERIFF FISCAL OFFICER 2	\$26.72	\$28.06	\$29.47	\$30.96	\$32.51	\$34.14	\$35.86	\$37.64	\$39.53	\$41.51
SHERIFF PATROL COMMANDER	\$31.65	\$33.25	\$34.92	\$36.66	\$38.50	\$40.42	\$42.45	\$44.59	\$46.82	\$49.17
SHERIFFS DEP/TRAINING/POL ADV	\$32.42	\$34.05	\$35.75	\$37.55	\$39.44	\$41.41	\$43.48	\$45.67	\$47.95	\$50.36
SHERIFFS SPECIAL OPS SGT	\$29.43	\$30.91	\$32.45	\$34.08	\$35.78	\$37.58	\$39.47	\$41.44	\$43.53	\$45.71

County of Plumas  
Pay Schedule

Effective as of 12/15/2020

Revised and adopted by the Board of Supervisors as of 02/16/2021 per Resolution No. 2021-8564

**UNDERSHERIFF**

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
UNDERSHERIFF	\$34.21	\$35.93	\$37.73	\$39.62	\$41.61	\$43.70	\$45.89	\$48.19	\$50.60	\$53.13

# PLUMAS COUNTY AUDITOR / CONTROLLER

520 MAIN STREET • ROOM 205 • QUINCY, CA 95971-4111 • (530) 283-6246 • FAX (530) 283-6442  
ROBERTA M. ALLEN, CPA • AUDITOR / CONTROLLER



**Date:** March 16, 2021

**To:** Honorable Board of Supervisors

**From:** Roberta M. Allen, Auditor / Controller *[Signature]*

**Subject:** Ratify renewal of Services Agreement between County of Plumas and MGT of America, Inc. for preparation of the 2 CFR Part 200 Cost Plan (formerly A-87 Cost Plan) and subsequent renewal options for two (2) consecutive years.

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### Recommendation:

Ratify renewal of Services Agreement between County of Plumas and MGT of America, Inc., for preparation of the 2 CFR Part 200 Cost Plan (formerly A-87 Cost Plan), as described in Exhibit A of the attached Services Agreement document. Contract amount is not to exceed \$8,400 per Exhibit B of attached Services Agreement. The term of the contract is one year (March 16, 2021 through March 15, 2022). County shall have two (2) options to renew for successive one-year terms, which shall be exercised by written notice given by County to Contractor on or prior to the expiration of the then-current term. The contract amount for each renewal term shall be a flat fee of \$8,400, and all other terms and conditions of this Agreement shall remain in full force and effect during each renewal term. Ratification is required because if/when the renewal option is exercised in subsequent years the total amount of the contract will exceed the \$9,999 signature authority of the County Administrator. The three-year option, if exercised, provides a cost savings of \$100 to \$200 per year for years two and three. Contract approved as to form by County Counsel.

### Background:

The 2 CFR Part 200 Cost Plan is approved by the State Controller's Office as the cognizant agent authorized by the Federal Department of Health and Human Services. The Cost Plan is an allocation of overhead costs that is approved for use in reimbursement claims for Federal and State funded programs. The contract presented for approval is for the preparation of the Cost Plan report by MGT of America with information provided by the Auditor/Controller. The report is then submitted to the SCO for approval.

## Services Agreement

This Agreement is made as of March 16, 2021, by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, by and through its Office of the Auditor (hereinafter referred to as "County"), and MGT of America Consulting, LLC (hereinafter referred to as "Contractor").

The parties agree as follows:

1. Scope of Work. Contractor shall provide the County with services as set forth in Exhibit A- Contractor's proposals (2 CFR Part 200 Cost Plan services), attached hereto.
2. Compensation. County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed Eight Thousand Four Hundred Dollars (\$8,400.00) for 2 CFR Part 200 Cost Plan services.
3. Term. The term of this agreement shall be from March 16, 2021 through March 15, 2022 for the cost plan for use in Fiscal Year 2021/2022. County shall have two (2) options to renew for successive one-year terms, which shall be exercised by written notice given by County to Contractor on or prior to the expiration of the then-current term. The contract amount for each renewal term shall be a flat fee of \$8,400, and all other terms and conditions of this Agreement shall remain in full force and effect during each renewal term.
4. Non-Appropriation of Funds. It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to Contractor or furnish any other consideration under this Agreement and Contractor shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County, or offer an amendment to Contractor to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Contractor acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
5. Warranty and Legal Compliance. The services provided under this Agreement are non-exclusive and shall be completed promptly and competently. Contractor shall guarantee all parts and labor for a period of one year following the expiration of the term of this Agreement unless otherwise specified in Exhibit A. Contractor agrees to comply with all applicable terms of state and federal laws and regulations, all applicable grant funding conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.

6. Amendment. This Agreement may be amended at any time by mutual agreement of the parties, expressed in writing and duly executed by both parties. No alteration of the terms of this Agreement shall be valid or binding upon either party unless made in writing and duly executed by both parties.
7. Indemnification. To the furthest extent permitted by law (including without limitation California Civil Code Sections 2782 and 2782.8, if applicable), County shall not be liable for, and Contractor shall defend and indemnify County and its officers, agents, employees, and volunteers (collectively “County Parties”), against any and all claims, deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorney’s fees and court costs (hereinafter collectively referred to as “Claims”), which arise out of or are in any way connected to the work covered by this Agreement arising either directly or indirectly from any act, error, omission or negligence of Contractor or its officers, employees, agents, contractors, licensees or servants, including, without limitation, Claims caused by the concurrent negligent act, error or omission, whether active or passive of County Parties. Contractor shall have no obligation, however, to defend or indemnify County Parties from a Claim if it is determined by a court of competent jurisdiction that such Claim was caused by the sole negligence or willful misconduct of County Parties.
8. Insurance. Contractor agrees to maintain the following insurance coverage throughout the term of this Agreement:
  - a. Commercial general liability (and professional liability, if applicable to the services provided) coverage, with minimum per occurrence limit of the greater of (i) the limit available on the policy, or (ii) one million dollars (\$1,000,000).
  - b. Automobile liability coverage (including non-owned automobiles) with minimum bodily injury limit of the greater of (i) the limit available on the policy, or (ii) two-hundred fifty thousand dollars (\$250,000) per person and five hundred thousand dollars (\$500,000) per accident, as well as a minimum property damage limit of the greater of (i) the limit available on the policy, or (ii) fifty thousand dollars (\$50,000) per accident.
  - c. Each policy of commercial general liability (and professional liability, if applicable to the services provided) coverage and automobile liability coverage (including non-owned automobiles) shall meet the following requirements:
    - i. Each policy shall be endorsed to name the County, its officers, officials, employees, representatives and agents (collectively, for the purpose of this section 9, the “County”) as additional insureds. The Additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13; and

- ii. All coverage available under such policy to Contractor, as the named insured, shall also be available and applicable to the County, as the additional insured; and
- iii. All of contractor's available insurance proceeds in excess of the specified minimum limits shall be available to satisfy any and all claims of the County, including defense costs and damages; and
- iv. Any insurance limitations are independent of and shall not limit the indemnification terms of this Agreement; and
- v. Contractor's policy shall be primary insurance as respects the County, its officers, officials, employees, representatives and agents, and any insurance or self-insurance maintained by the County, its officers, officials, employees, representatives and agents shall be in excess of the Contractor's insurance and shall not contribute with it, and such policy shall contain any endorsements necessary to effectuate this provision. The primary and non-contributory endorsement shall be at least as broad as ISO Form 20 01 04 13; and
- vi. To the extent that Contractor carries any excess insurance policy applicable to the work performed under this Agreement, such excess insurance policy shall also apply on a primary and non-contributory basis for the benefit of the County before the County's own primary insurance policy or self-insurance shall be called upon to protect it as a named insured, and such policy shall contain any endorsements necessary to effectuate this provision.

d. Workers Compensation insurance in accordance with California state law.

If requested by County in writing, Contractor shall furnish a certificate of insurance satisfactory to County as evidence that the insurance required above is being maintained. Said certificate of insurance shall include a provision stating that the insurers will not cancel the insurance coverage without thirty (30) days' prior written notice to the County. County reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time. Contractor shall require all subcontractors to comply with all indemnification and insurance requirements of this agreement, and Contractor shall verify subcontractor's compliance.

9. Licenses and Permits. Contractor represents and warrants to County that it or its principals have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required for Contractor to practice its profession and to perform its duties and obligations under this Agreement. Contractor represents and warrants to County that Contractor shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required for

Contractor or its principals to practice its professions and to perform its duties and obligations under this Agreement.

10. Relationship of Parties. It is understood that Contractor is not acting hereunder as an employee of the County, but solely as an independent contractor. Contractor, by virtue of this Agreement, has no authority to bind, or incur any obligation on behalf of, County. Except as expressly provided in this Agreement, Contractor has no authority or responsibility to exercise any rights or power vested in County. It is understood by both Contractor and County that this Agreement shall not under any circumstances be construed or considered to create an employer-employee relationship or joint venture.
11. Assignment. Contractor may not assign, subcontract, sublet, or transfer its interest in this Agreement without the prior written consent of the County.
12. Non-discrimination. Contractor agrees not to discriminate in the provision of service under this Agreement on the basis of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, physical or mental handicap, age, or medical condition.
13. Choice of Law. The laws of the State of California shall govern this agreement.
14. Interpretation. This agreement is the result of the joint efforts of both parties and their attorneys. The agreement and each of its provisions will be interpreted fairly, simply, and not strictly for or against either party.
15. Integration. This Agreement constitutes the entire understanding between the parties respecting the subject matter contained herein and supersedes any and all prior oral or written agreements regarding such subject matter.
16. Severability. The invalidity of any provision of this Agreement, as determined by a court of competent jurisdiction, shall in no way affect the validity of any other provision hereof.
17. Headings. The headings and captions contained in this Agreement are for convenience only, and shall be of no force or effect in construing and interpreting the provisions of this Agreement.
18. Waiver of Rights. No delay or failure of either party in exercising any right, and no partial or single exercise of any right, shall be deemed to constitute a waiver of that right or any other right.
19. Conflict of Interest. The parties to this Agreement have read and are aware of the provisions of Government Code section 1090 *et seq.* and section 87100 *et seq.* relating to conflicts of interest of public officers and employees. Contractor represents that it is unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement and is later discovered by the County, the County may immediately terminate this Agreement by giving written notice to Contractor.

20. Notice Addresses. All notices under this Agreement shall be effective only if made in writing and delivered by personal service or by mail and addressed as follows. Either party may, by written notice to the other, change its own mailing address.

County:

Roberta Allen, Auditor/Controller  
County of Plumas  
520 Main Street, Room 205  
Quincy, CA 95971  
Attention: Roberta Allen

Contractor:

MGT of America Consulting, LLC  
4320 West Kennedy Blvd, Suite 200  
Tampa, FL 33609

21. Time of the Essence. Time is hereby expressly declared to be of the essence of this agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary, and essential part of this Agreement.

22. Contract Execution. Each individual executing this Agreement on behalf of Contractor represents that he or she is fully authorized to execute and deliver this Agreement.

23. Conflicts. In the event of any conflict between the terms of this Agreement and the terms of any exhibit to the Agreement, the terms of the Agreement shall control.

[Continued on Following Page]

IN WITNESS WHEREOF, this Agreement has been executed as of the date set forth below.

**CONTRACTOR:**

**MGT of America Consulting, LLC**

By: \_\_\_\_\_

Name: J. Bradley Burgess  
Title: Executive Vice President  
Date signed: \_\_\_\_\_

**MGT of America Consulting, LLC**

By: \_\_\_\_\_

Name: A. Trey Traviesa  
Title: Chief Executive Officer  
Date signed: \_\_\_\_\_

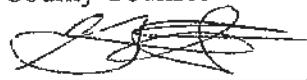
**COUNTY:**

County of Plumas, a political subdivision of  
the State of California

By: 

Name: Gabriel Hydrick  
Title: County Administrator  
Date signed: 3/5/21

**APPROVED AS TO FORM:**

Plumas County Counsel  
  
By: \_\_\_\_\_

Name: Gretchen Stuhr  
Title: County Counsel  
Date signed: 3/5/21

**EXHIBIT A**

**Scope of Work**

Pursuant to proposal, as attached, as submitted by Contractor

**EXHIBIT B**

**Fee Schedule**

Total contract shall be in the amount of \$8,400.00 for 2 CFR Part 200 Cost Plan services

Term of agreement is March 16, 2021 through March 15, 2022.

28 September 2020

Ms. Roberta Allen | Auditor-Controller  
County of Plumas  
520 Main Street, Room 205  
Quincy, CA 95971

**SUBJECT: PROPOSAL TO PROVIDE 2 CFR PART 200 COST ALLOCATION PLAN SERVICES**

Dear Ms. Allen:

MGT of America Consulting, LLC (MGT) is pleased to present Plumas County with this proposal for cost allocation services, preparing the County's 2 CFR Part 200 cost allocation plan and providing assistance with obtaining approval of the plan from the California State Controller's Office. This letter summarizes the study's scope of services and presents our proposed fee for this project.

## **A. SCOPE OF SERVICES**

### **2 CFR Part 200 Cost Allocation Plan**

There are four primary phases to complete a cost allocation plan. These phases are summarized below:

#### **Phase 1 – Meetings with County Personnel and Data Collection**

- ♦ Meet with key county personnel (typically the Auditor-Controller's Office). This meeting will refine project objectives, establish the final project schedule, and identify potential pitfalls.
- ♦ Instruct county personnel in the concepts and applications of 2 CFR Part 200. We will review with staff optimum data requisition options focusing on operational simplicity for future county plans.
- ♦ Gather all necessary financial, statistical and activity data.

#### **Phase 2 – Process Draft Cost Allocation Plan**

- ♦ Based on each central service department's identified services, corresponding net costs, service recipients, and allocation base or metric, we will process a draft cost allocation plan.

#### **Phase 3 – Review Draft with County Personnel**

- ♦ After a draft cost allocation plan is prepared and reviewed internally, our consultants will review the results with county personnel. Inconsistencies will be reconciled, new data obtained as required, and the draft cost allocation plan will be revised, as necessary.

**Phase 4 – Finalize Plan and Provide On-going Assistance**

- ◆ After the Auditor-Controller and other key department personnel have approved the final cost allocation plan we will prepare supplemental schedules, management reports, compliance verbiage and certifications as necessary or requested.
- ◆ Provide cost plans in hard copy and electronic files usable by the County for distribution and analysis purposes.
- ◆ Provide copies of all workpapers related to the specific plan year, if requested.
- ◆ Submit the finalized plan to the State Controller by the approved/extended deadline.
- ◆ Should the cognizant agency not approve the plan or rates, we will modify the analysis until accepted. Based on our experience with both the State Controller's Office, we do not anticipate any audit issues.
- ◆ In the event of an audit, MGT will make all work papers available to those persons conducting the audit and shall additionally provide a maximum of six hours of consultations with the State and/or County.

**B. PROPOSED FEES**
**Project Budgets**

MGT proposes to provide all elements of the 2 CFR Part 200 Cost Allocation plan for the following not-to-exceed fee, by fiscal year:

Based on Fiscal Year:	2019/2020	2020/2021	2021/2022
For use in Fiscal Year:	2021/2022	2022/2023	2023/2024
2 CFR Part 200 Cost Plan	\$8,400	\$8,400	\$8,400

**Billing Milestones**

MGT will invoice for services as follows:

Billing Milestones	
60%	Upon submission of initial draft cost plan to the County
25%	Upon submission of cost plan to the State Controller's Office
15%	Upon approval of cost plan by the State Controller's Office

Please do not hesitate to contact us if you have any questions or comments about this proposal. We look forward to continuing to be of service to the County of Plumas.

Sincerely,



J. Bradley Burgess  
Executive Vice President, MGT Financial Services  
MGT of America Consulting, LLC  
Cell: 916.595.2646  
bburgess@mgtconsulting.com

*Erin L Payton*

Erin L Payton  
Director, MGT Financial Services  
MGT of America Consulting, LLC  
Cell: 503.358.3808  
epayton@mgtconsulting.com

BB



## PLUMAS COUNTY BEHAVIORAL HEALTH SERVICES

270 County Hospital Road, Ste 109, Quincy, CA 95971  
(530) 283-6307 FAX (530) 283-6045

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Tony Hobson, Ph.D, Director

DATE: March 16, 2021

TO: Honorable Board of Supervisors

FROM: Tony Hobson, Behavioral Health Director *(Signature)*

SUBJECT: Request for approval to recruit and fill fully funded 1.0 FTE Behavioral Health 1.0 FTE Office Supervisor.

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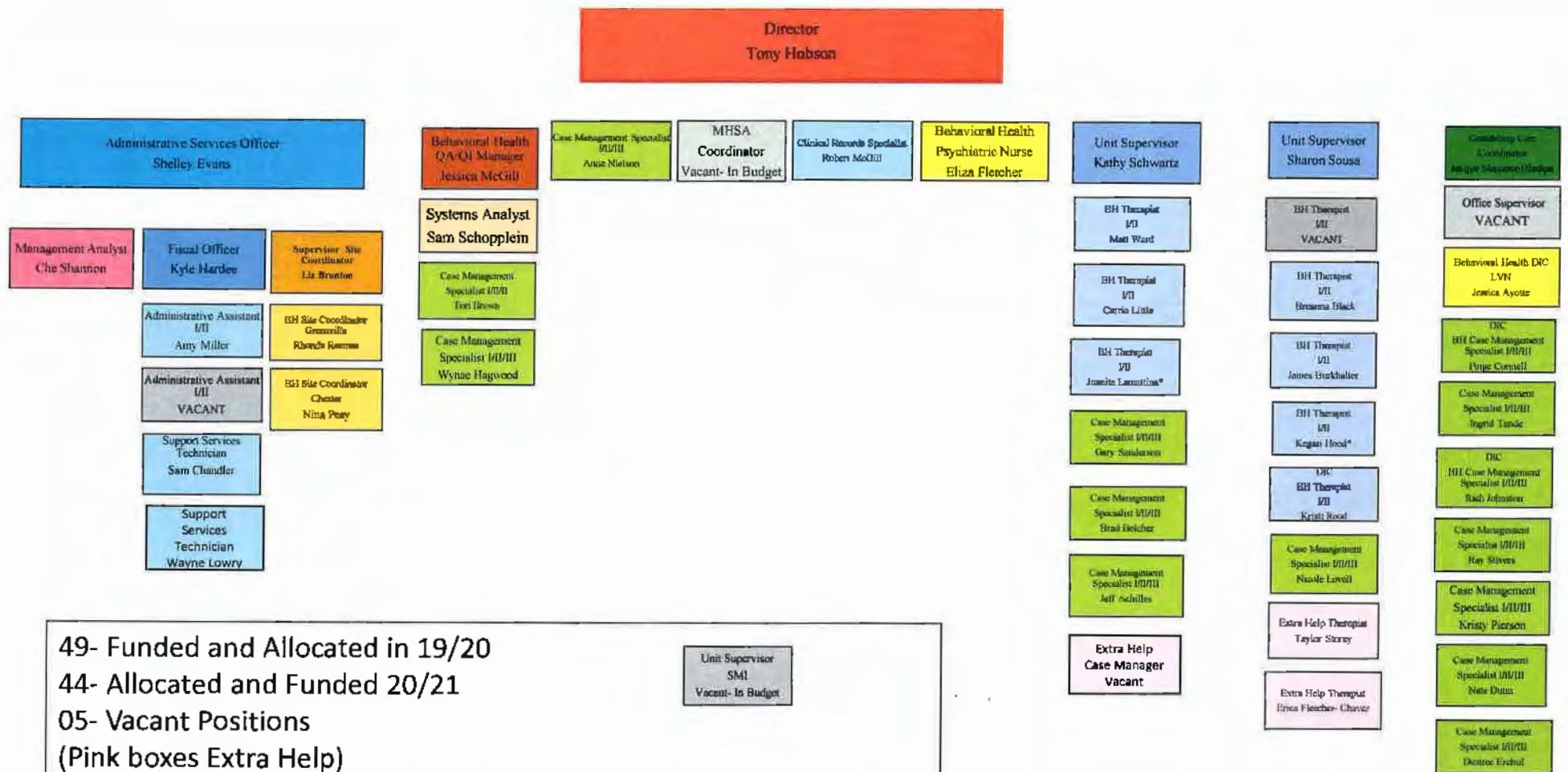
### Recommendation

1. Approve the filling of allocated position of 1.0 FTE Office Supervisor within Department 70570, which was already allocated and funded in the 2020-2021 budget year.

### Background and Discussion

The Behavioral Health Department is requesting approval to refill the allocated and funded, 1.0 FTE Office Supervisor position which was created due to a recent vacancy. The position will be filled without the use of any additional General Fund monies. It would respectfully be recommended that the Board of Supervisors approve the position outlined in this letter.

**Plumas County Behavioral Health Department**  
**September 2020**



**OFFICE SUPERVISOR**

**DEFINITION**

Under limited supervision, the Office Supervisor plans, organizes, supervises, and participates in the work of an office support unit; establishes and maintains administrative records; may oversee the initial application screening function in the assigned departments' automated system; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a full supervisory classification for the planning, organization, and supervision of the office and administrative support functions in one of the larger County departments.

**REPORTS TO**

Depending upon the Department or program area of assignment, the Office Supervisor reports to the designated supervisor or manager for the position

**CLASSIFICATIONS DIRECTLY SUPERVISED**

Office Assistant I, II, & III; Fiscal and Technical Assistant I, II, & III; and other specialized office support classifications.

## **OFFICE SUPERVISOR - 2**

### **EXAMPLES OF DUTIES**

- Plans, assigns, supervises, and reviews the work of support staff to ensure quality, completion, and compliance with department standards.
- Selects, trains, evaluates, and disciplines subordinate staff.
- Identifies training needs, conducts training, and provides leadership and coaching for staff.
- Independently establishes a course of action to accomplish work objectives and adapts to meet changing priorities.
- In cooperation with management, develops or revises policies, procedures, and templates to improve efficiency, effectiveness, and compliance.
- Arranges for additional staffing to meet established objectives.
- Answers inquiries and resolves complaints from customers, service providers, department personnel, and the public.
- Functions as an authoritative resource of information on regulations, rules, department policies, and guidelines.
- Establishes and updates administrative records and summaries for department such as budgetary, revenue and expenditures, personnel and payroll records, inventory control, workflow and production output, work load, and regulatory and procedural manuals.
- Operates and oversees the use of automated systems, works with IT staff to implement modifications, and utilizes various software applications.
- Researches, compiles, and analyzes data for a variety of projects.
- Promotes cooperative professional working relations among staff, resolves conflicts, and monitors work environment.
- Provides employees with guidance and prepares performance evaluations.
- Performs special assignments and projects as delegated.
- Performs related duties as assigned.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; contact with staff and the public.

## OFFICE SUPERVISOR - 3

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Principles, methods, and procedures of office and business administration.
- Policies and procedures of the Department and unit where assigned.
- Thorough knowledge of specialized areas of office and administrative functions of the Department to which assigned.
- Methods and procedures of purchasing and inventory maintenance.
- Data processing equipment and software used by the department where assigned.
- Modern office practices, methods, and procedures.
- Filing and information retrieval systems.
- Fiscal, account, and budget recordkeeping.
- Operation and use of office equipment.
- Proper English usage, spelling, grammar, and punctuation.
- Mathematics.
- Principles of supervision and training.
- General office functions, procedures, equipment, and filing systems.
- English grammar, vocabulary, spelling, and punctuation.
- Principles of training development, implementation, and evaluation.
- Computers and automated data systems.
- Word processing, spreadsheet, database, email, calendaring programs, and automated systems.

#### **Ability to:**

- Plan, organize, and supervise the office and administrative support functions in an assigned department.
- Coordinate and develop a department's data processing system.
- Be responsible for purchasing and inventory maintenance.
- Assist with budget development and expenditure control.
- Perform a variety of complex office and administrative support assignments with minimal guidance and supervision.
- Interpret, apply, and explain the policies and procedures of the department where assigned.
- Perform fiscal, account, and budget recordkeeping.
- Operate a computer, using word-processing and other software as appropriate.
- Operate and use office equipment.
- Deal tactfully and courteously with other County staff, the public, and other government agencies, providing information and responding to concerns about the Department and/or program where assigned.
- Establish and maintain cooperative working relationships.
- Explain and apply policies, procedures, and regulations governing program operations.

## OFFICE SUPERVISOR - 4

**Ability to – Continued:**

- Exercise good judgment when organizing, directing, prioritizing, and supervising unit activities.
- Train, supervise, evaluate, and discipline subordinate staff.
- Provide effective oral and written instruction to others.
- Quickly and accurately enter and retrieve data using an automated data system.
- Establish and maintain effective working relationships.
- Listen attentively and understand written and verbal information provided.
- Establish long-range objectives, goals, and strategies.
- Develop forms and letters.
- Maintain composure and react professionally.

**Training and Experience:**

Qualifications needed for this position:

Four (4) years of increasingly responsible office and administrative support assistance experience, preferably including at least one (1) year in a supervisory or lead position.

**Special Requirements:** Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

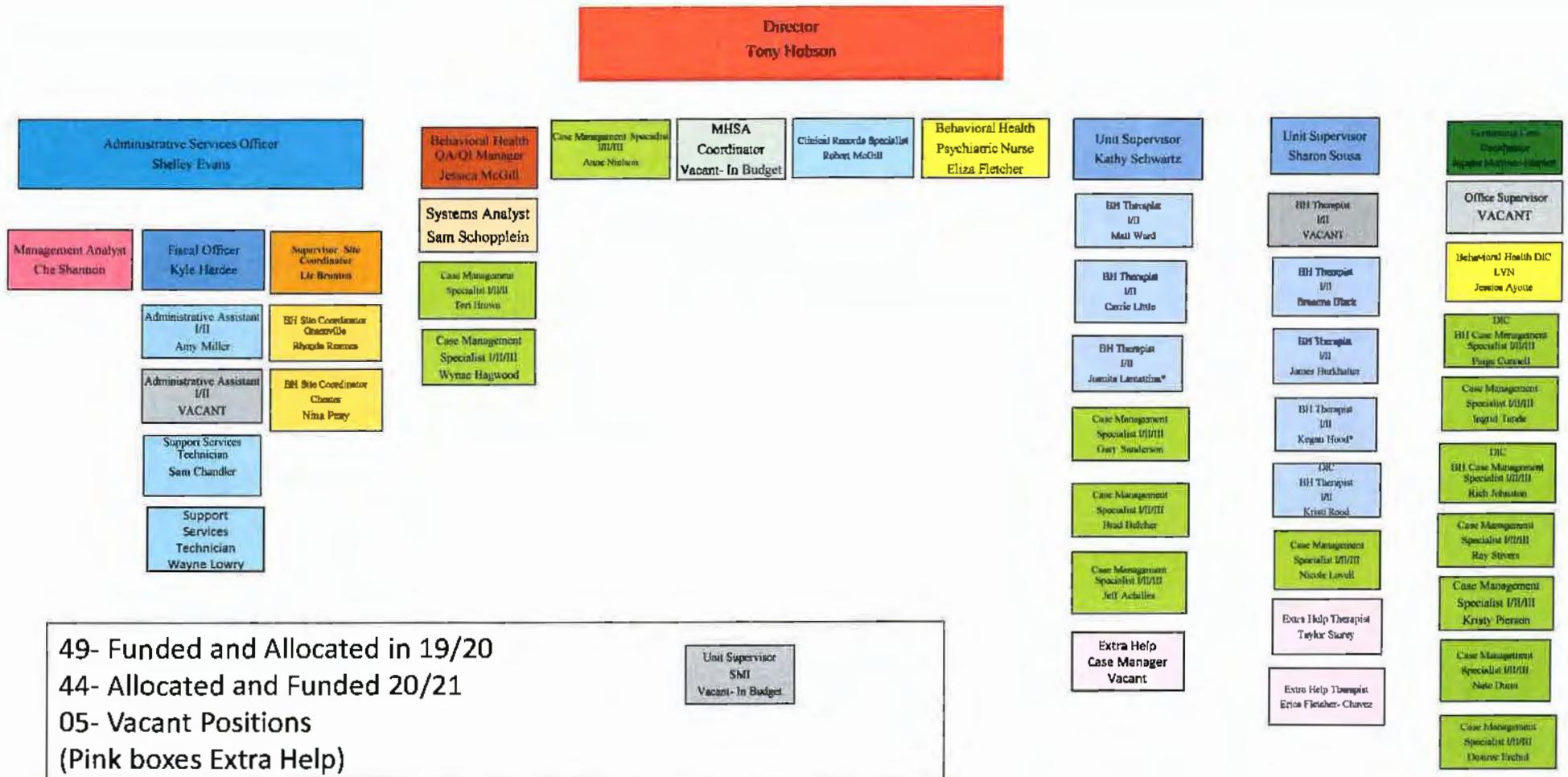
All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

## QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

- Is there a legitimate business, statutory or financial justification to fill the position? Yes, the Office Supervisor position is a legitimate business need due to the assistance in claiming revenue and grant management within the Behavioral Health Department.
- Why is it critical that this position be filled at this time? The main function of this position is covering a wide range of required office duties, such as assisting the Director, ASO and Department Fiscal Officer in financial matters and grant requirements.
- How long has the position been vacant? The former Office Supervisor vacated the position on October 30, 2020. Since that time, an extra help employee has been working part-time to handle urgent matters.
- Can the department use other wages until the next budget cycle? Other wages are currently being used; however, a permanent employee in this position is crucial to the department's ability to provide consistent assistance to the Director, ASO and Department Fiscal Officer.
- What are staffing levels at other counties for similar departments and/or positions? Behavioral Health departments of similar size use a comparable number of Office Supervisors, Administrative Assistants, Fiscal Technicians, and Legal Secretaries.
- What core function will be impacted without filling the position prior to July 1? Timely flow and completion of claims and related accounting documents and time sensitive grant requirements would be negatively impacted without the Office Supervisor's assistance.
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? There is potential for the Behavioral Health Department to suffer the loss of revenue funds without the assistance of the Office Supervisor who tracks revenue along with billing responsibilities and expenditure reconciliation.
- A non-general fund department head needs to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments? None
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? No

- Does the budget reduction plan anticipate the elimination of any of the requested positions? No.
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support? There is no fiscal impact on the general fund.
- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years? Yes, Behavioral Health does have a reserve and the balance fluctuates depending on the number of factors including whether the State receives the base amount of collection for each budget year.

**Plumas County Behavioral Health Department**  
September 2020





# **PLUMAS COUNTY CLERK~RECORDER**

**Recorder Division** (530) 283-6218  
**Elections Division** (530) 283-6256

520 Main Street, Room 102, Courthouse  
Quincy, CA 95971 Fax: (530) 283-6155

DATE: March 4, 2021

TO: The Honorable Board of Supervisors

FROM: Marcy DeMartile,  
Plumas County Clerk-Recorder

**SUBJECT:** Authorize the County Clerk-Recorder to fill recruit and fill the funded and allocated 1.0 FTE Deputy Clerk Recorder position

## Background

The currently held Deputy Clerk-Recorder position will become vacant on April 30, 2021 due to a retirement after 11 years with the department.

## Recommendation

Authorize the County Clerk-Recorder to recruit and fill the funded and allocated 1.0 FTE Deputy Clerk-Recorder position; and further authorize a one-week overlap effective April 26, 2021 to allow for training while the incumbent is still working.

**Attachments:**

## Critical Staffing Memo

### Job Description

### Organizational Chart

## QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

### Deputy Clerk Recorder

- Is there a legitimate business, statutory or financial justification to fill the position?  
*Yes – for the daily processing of all land title transactions; liens; vital record requests; Fictitious Business Name Statements. In addition to the indexing and verifying of recorded documents.*
- Why is it critical that this position be filled at this time?  
*Due to only one other full time staff person; and the need for legal responsibility to the public.*
- How long has the position been vacant?  
*The position will become vacant on April 30, 2021 due to a retirement within the department.*
- Can the department use other wages until the next budget cycle?  
*The department's wage and benefits portion of the 2020-2021 budget includes funding for this position.*
- What are staffing levels at other counties for similar departments and/or positions?  
*Other counties have multiple personnel to accomplish job description; Plumas has two full time staff.*
- What core function will be impacted without filling the position prior to July 1?
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? *None*
- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments? *None*
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? *No*
- Does the budget reduction plan anticipate the elimination of any of the requested positions? *No*
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support? *None*
- Does the department have a reserve? N/A If yes, provide the activity of the department's reserve account for the last three years?

**CRITICAL STAFFING COMMITTEE  
REQUEST FORM**

The following information and questionnaire must be completed in its entirety before the request will be reviewed by the Critical Staffing Committee.

**DATE OF REQUEST:** March 4, 2021

**DEPARTMENT TITLE:** County Clerk-Recorder / Elections

**BUDGET CODE(s) AND BREAKDOWN FOR REQUESTED POSITION:** 20460

**POSITION TITLE:** Deputy Clerk-Recorder

**IS POSITION CURRENTLY ALLOCATED?** YES X NO \_\_\_\_\_

**For Committee use only**

Date of Committee Review: \_\_\_\_\_

Determination of Committee? \_\_\_\_\_ Recommended  
\_\_\_\_\_ Not Recommended

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date to Board of Supervisors: \_\_\_\_\_

Board Action: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

Board Modifications \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date returned to Department: \_\_\_\_\_

Date submitted to HR Technician for recruitment: \_\_\_\_\_

**DEPUTY CLERK-RECORDER I****DEFINITION**

Under general direction to perform a variety of clerical and routine administrative duties relating to the County Clerk-Recorder's Office involving receiving, examining, processing, recording and maintaining records; to participate and assist in the election process, and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is the entry and first working level in the Deputy Clerk-Recorder class. This class is distinguished from the Deputy Clerk-Recorder II by the performance of the more routine tasks and duties assigned to positions within the series including document recording and filing. Incumbents are expected to enter the work area with office skills and background, even though they are not expected to be familiar with the policies and functions of the County Clerk-Recorder. When the requested experience and background has been acquired and sufficient work skills and knowledge are demonstrated, an incumbent may be promoted to Deputy Clerk-Recorder II.

**REPORTS TO**

Lead Deputy Clerk-Recorder

**CLASSIFICATION DIRECTLY SUPERVISED**

None

## **DEPUTY CLERK/RECORDER I - 2**

### **EXAMPLES OF DUTIES**

- Receives and examines documents to be recorded in accordance with laws governing public recordation.
- Ensures documents are properly signed, acknowledged, dated and legible.
- Records and indexes documents that are legally entitled to be recorded.
- Cashiers and processes recordings, marriage license applications, applications for certified copies of vital records, fictitious business name statements, notaries public filings, power of attorney filings and other documents.
- Issues marriage licenses and performs wedding ceremonies.
- Enters and indexes appropriate information into a specialized official record database system.
- Files and maintains records.
- Compares hardcopy documents to microfilmed document images.
- Prepares documents for return mailings.
- Files CEQA documents including environmental impact reports, notices of determination and other notices.
- Verifies map scanning and recording; prepares map electronic media for distribution.
- Records mining claim documents, ensuring appropriate property taxes have been paid.
- Prepares marriage license packets, vital record request forms and mining claim forms.
- Maintains inventory of office supplies.
- Provides support for the election process.
- Performs related duties as assigned.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended period; frequently stand and walk; normal manual dexterity and eye-hand coordination; physical ability to lift and carry objects weighing up to 50lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, scanners, postage machine and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; continuous contact with staff and the public.

## **DEPUTY CLERK/RECORDER I - 3**

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Modern office practices and procedures.
- Methods and techniques of filing, indexing and information retrieval systems.
- English usage, spelling, grammar and punctuation.
- Basic arithmetic.
- Computers and software applications.
- Operation and use of office equipment.
- Legal terminology, forms and procedures.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.
- Cashiering and security procedures.
- Basic land title process.
- Basic voter and election process.

#### **Ability to:**

- Interpret and apply Federal, State and local policies, procedures, laws and regulations governing the recording of legal land title transaction documents.
- Manage and balance cash transactions and prepare daily deposits.
- Operate a variety of office equipment including typewriters, computers, copiers, adding machines and scanning equipment.
- Prepare and maintain reports, records and logs.
- Establish and maintain cooperative working relationships.
- Understand election and security procedures.

## **DEPUTY CLERK/RECORDER 1 – 4**

### **TRAINING AND EXPERIENCE:**

Qualifications needed for this position:

High school diploma or equivalent GED certificate.

Two (2) years' experience of governmental, computer or administrative experience in a customer service based office.

Associate's degree may be substituted for one (1) year of required work experience.

### **Special Requirements:**

Must possess a valid driver's license at the time of application a valid California Driver's License by the time of appointment. The valid California License issued by the Department of Motor Vehicles must be maintained through employment.

Must possess 40 words per minute (WPM) typing certificate or pass exam.

Must pass a Department of Justice (DOJ) background check as a condition of employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

**DEPUTY CLERK-RECORDER II****DEFINITION**

Under general direction to perform a variety of clerical and routine administrative duties relating to the County Clerk-Recorder's Office involving receiving, examining, processing, recording, protecting and preserving the County's official records; to participate and assist in the election process, and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is the full journey level in the Deputy Clerk-Recorder class series. Incumbents within this class are distinguished from the Deputy Clerk-Recorder I by the performance of the full range of duties as assigned including report preparation, invoicing, basic accounting and record keeping. Employees perform a variety of assignments, requiring substantial experience and working background.

**REPORTS TO**

Lead Deputy Clerk-Recorder

**CLASSIFICATION DIRECTLY SUPERVISED**

None

## **DEPUTY CLERK/RECORDER II - 2**

### **EXAMPLES OF DUTIES**

- Receives and examines documents to be recorded in accordance with laws governing public recordation.
- Ensures documents are properly signed, acknowledged, dated and legible.
- Special emphasis on requirements for recording deeds and determining documentary transfer tax applicability.
- Records and indexes documents that are legally entitled to be recorded.
- Cashiers and processes recordings, marriage license applications, applications for certified copies of vital records, fictitious business name statements, notaries public filings, power of attorney filings and other documents.
- Verifies indexed information from the specialized official record database system.
- Files and maintains records.
- Compares hardcopy documents to microfilmed document images.
- Prepares 30 day notices to fictitious business name statement customers.
- Reports to state agency fees collected for CEQA documents including environmental impact reports, notices of determination and other notices.
- Balances cash drawer and prepares daily deposits to the treasurer.
- Reconciles Gov Pay credit card transactions.
- Prepares invoices and tracks payments for official record index to title companies.
- Prepares invoices and tracks payments for map media subscribers.
- Verifies map scanning and recording; prepares map electronic media for distribution.
- Records mining claim documents, ensuring appropriate property taxes have been paid.
- Maintains inventory of office supplies.
- Issues marriage licenses and performs wedding ceremonies.
- Provides clerical support for the election process.
- Performs related duties as assigned.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; physical ability to lift and carry objects weighing up to 50 lbs.; correct hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, scanners, postage machine and FAX.

## **DEPUTY CLERK/RECORDER II - 3**

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Modern office practices and procedures.
- Methods and techniques of filing, indexing and information retrieval systems.
- English usage, spelling, grammar and punctuation.
- Basic arithmetic, calculation, and distribution of fees.
- Computers and software applications.
- Operation and use of office equipment.
- Applicability of legal terminology, forms and procedures relating to official documents.
- Current laws requiring the collection of funds to be submitted to the state.
- Legal property descriptions and parcel numbers.
- Principles and procedures of record keeping.
- Accounting practices, database operation and information retrieval.
- Troubleshooting database program with vendor assistance.
- Advanced understanding of qualifying exemptions for no-fee transactions.
- Operations and advanced understanding of conversion of scanned images to archival microfilm.
- Spreadsheet development for tracking purposes of record location.
- Principles of business letter writing and basic report preparation.
- Cashiering and security procedures.
- Basic land title process.
- Basic voter and election process.

#### **Ability to:**

- Interpret and apply Federal, State and local policies, procedures, laws and regulations governing the recording of legal land title transaction documents.
- Manage and balance cash transactions and prepare daily deposits.
- Keep logs and records of documents recorded, returned unrecorded and returned following recording.
- Operate a variety of office equipment including typewriters, computers, copiers, adding machines, scanners and postage machine.
- Prepare and maintain reports, records and logs.
- Establish and maintain cooperative working relationships.
- Understand election and security procedures.

## **DEPUTY CLERK/RECORDER II - 4**

### **TRAINING AND EXPERIENCE:**

Qualifications needed for this position:

High school diploma or equivalent GED certificate.

At least one (1) year of responsible experience performing a variety of office or administrative support work at a level equivalent to Deputy Clerk-Recorder I in Plumas County.

Two (2) years' experience of governmental, computer or administrative experience in a customer service based office.

Associate's degree may be substituted for one (1) year of required work experience.

### **Special Requirements:**

Must possess a valid driver's license at the time of application a valid California Driver's License by the time of appointment. The valid California License issued by the Department of Motor Vehicles must be maintained through employment.

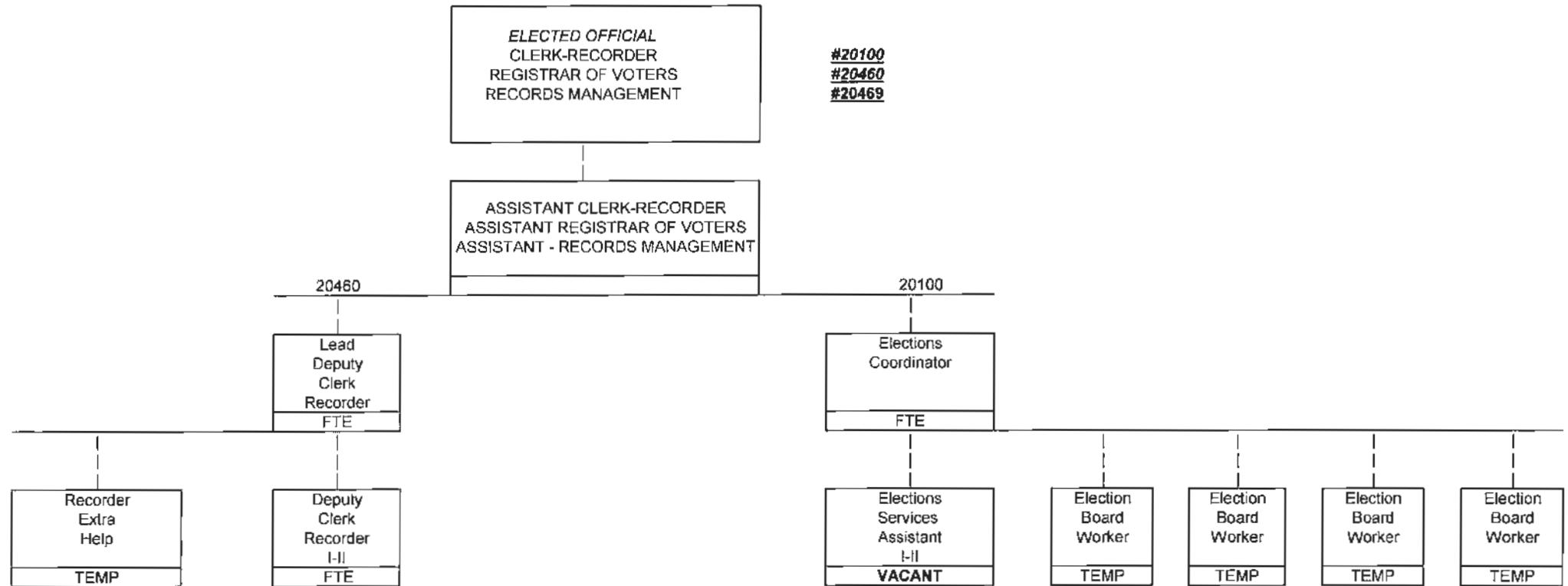
Must possess 40 words per minute (WPM) typing certificate or pass exam.

Must pass a Department of Justice (DOJ) background check as a condition of employment

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

## ORGANIZATIONAL CHART

3/20/2020





## PLUMAS COUNTY CLERK~RECORDER

Courthouse  
520 Main Street, Room 102,  
Quincy, CA 95971

Recorder Division (530) 283-6218  
Elections Division (530) 283-6256  
Fax: (530) 283-6155

**Marcy DeMartile**  
Clerk-Recorder  
Registrar of Voters

Julie Hagwood  
Assistant Clerk-Recorder

DATE: March 5, 2021

TO: Honorable Board of Supervisors  
Plumas County Auditor- Roberta Allen

FROM: Plumas County Clerk-Recorder-Elections - Julie Hagwood, Assistant Clerk-Recorder-Registrar

SUBJECT: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF March 16, 2021  
Request for approval of unexpected revenue for COVID Relief for Supplemental Budget  
Transfer to cover Election Department Overtime

---

### **IT IS RECOMMENDED THAT THE BOARD:**

Approve Budget Transfer of \$1040.15 received from State of California Secretary of State COVID REIMBURSEMENT FUND to replenish Election Department overtime budget shortage due to unexpected overtime expense for November 3, 2020 General Election. The added and unexpected safety precautions, training, and expenses have resulted in an inadequate budget for upcoming scheduled elections overtime budget. The reimbursement has been paid and is in a new line item for COVID REIMBURSEMENT, which must be transferred to the department wage account via this request.

### **BACKGROUND AND DISCUSSIONS:**

The Plumas County Elections Department has historically budgeted an adequate amount for overtime staff accumulates during election cycles. Staff works extremely hard to stay in budget for all elections. On all Election Days, staff must start the day at 6:30 am and works many times until 10:00 pm on that day which results in non-exempt employees accruing overtime hours.

Thank you for your consideration of this very important matter.

Attachments: Budget Transfer Request signed by Auditor  
Copies of Election Budget  
Deposit Permit #479 \$1405.15 paid to the County of Plumas

**COUNTY OF PLUMAS**  
**REQUEST FOR BUDGET APPROPRIATION TRANSFER**  
**OR SUPPLEMENTAL BUDGET**

**TRANSFER NUMBER**  
(Auditor's Use Only)

Department: ELECTIONS

Dept. No: 20100

Date 2/25/2021

The reason for this request is (check one):

- A.  Transfer to/from Contingencies OR between Departments
- B.  Supplemental Budgets (including budget reductions)
- C.  Transfers to/from or new Fixed Asset, within a 51XXX
- D.  Transfer within Department, except fixed assets
- E.  Establish any new account except fixed assets

**Approval Required**

## Board

## Board

## Board

### Auditor

### Auditor

TRANSFER FROM OR

**SUPPLEMENTAL REVENUE ACCOUNTS**

TRANSFER FROM OR  SUPPLEMENTAL REVENUE TO BUDGET  
(CHECK "TRANSFER FROM" IF TRANSFER WITHIN EXISTING BUDGET, CHECK "SUPPLEMENTAL REVENUE" IF SUPPLEMENTAL, NEW UNBUDGETED REVENUE)

TRANSFER TO OR

## SUPPLEMENTAL EXPENDITURE ACCOUNTS

TRANSFER TO OR  SUPPLEMENTAL EXPENDITURE ACCOUNT  
(CHECK "TRANSFER TO" IF TRANSFER WITHIN EXISTING BUDGET, CHECK "SUPPLEMENTAL EXPENDITURE" IF  
SUPPLEMENTAL NEW UNBUDGETED EXPENSE)

Supplemental budget requests require Auditor/Controller's signature

Please provide copy of grant award, terms of award, proof of receipt of additional revenue, and/or backup to support this request. Auditor's / P.R.

**Auditor's Report**

In the space below, state (a) reason for request, (b) reason why there are sufficient balances in affected accounts to finance transfer, (c) why transfer cannot be delayed until next budget year (attach memo if more space is needed) or (d) reason for the receipt of more or less revenue than budgeted.

A) Department experienced large number of OT staff time due to the COVID requirements during the 2020 Election.

B) Remibursement from the State came through to cover negative OT

C) \_\_\_\_\_

D) \_\_\_\_\_

Approved by Department Signing Authority: Marcy DiMarko

Approved/ Recommended \_\_\_\_\_ Disapproved/ Not recommended \_\_\_\_\_

Auditor/Controller Signature: John Dmoch 3/5/21

Board Approval Date: \_\_\_\_\_ Agenda Item No. \_\_\_\_\_

Clerk of the Board Signature: \_\_\_\_\_

Date Entered by Auditor/Controller: \_\_\_\_\_ Initials \_\_\_\_\_

#### **INSTRUCTIONS:**

Original and 1 copy of ALL budget transfers go to Auditor/Controller. If supplemental request they must go to the Auditor/Controller. Original will be kept by Auditor, copies returned to Department after it is entered into the system.

Supplemental transfer must have Auditor/Controllers signature. Auditor/Controller will forward all signed, supplemental transfers to the Board for approval.

If one copy of agenda request and 13 copies of Board memo and backup are attached, the entire packet will be forwarded, after all signatures are obtained, to the Clerk of the Board. If only the budget form is sent, it will be returned to the Department after all signatures are obtained.

Transfers that are going to be submitted to the Board for approval:

- A. Must be signed by the Auditor/Controller; if supplemental must be signed by the Auditor/Controller.

02/25/2021 10:42  
2098jhagwood

Plumas County  
YEAR-TO-DATE BUDGET REPORT

P 1  
glytdbud

FOR 2021 08

	ORIGINAL APPROP	TRANSRS/ ADJSTMNTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
2010044 ELECTIONS STATE&FED AID							
20100 ELECTIONS							
0001 GENERAL							
2010044 44019 CVD19 REIM	0	0	-1,040.15	.00	1,040.15	100.0%	
2010044 44290 STOTHER	-200,000	0	-200,000	-35,647.51	.00	-164,352.49	17.8%*
2010044 - Transfer to 20100 O.T.							
2010045 ELECTIONS CHARGES FOR SERVICES							
20100 ELECTIONS							
0001 GENERAL							
2010045 45030 ELECTSERV	-40,000	0	-40,000	-29,056.43	.00	-10,943.57	72.6%*
2010046 ELECTIONS OTHER REVENUE							
20100 ELECTIONS							
0001 GENERAL							
2010046 46251 REIMREF	0	0	0	-7,475.25	.00	7,475.25	100.0%
2010051 ELECTIONS SALARIES&BENEFITS							
20100 ELECTIONS							
0001 GENERAL							
2010051 51000 REGWAGES	158,921	0	158,921	91,806.26	.00	67,114.24	57.8%

02/25/2021 10:42  
2098jhagwood

Plumas County  
YEAR-TO-DATE BUDGET REPORT

P 2  
glytdbud

FOR 2021 08

2010051	ELECTIONS SALARIES&BENEFITS	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
2010051	51020 OTHIMAGES	5,000	0	5,000	5,266.25	.00	-266.25	105.3%
2010051	51060 OTPFAY	2,500	0	2,500	2,498.97	.00	1.03	100.0%
2010051	51070 UNEMPINS	239	0	239	119.50	.00	119.50	50.0%
2010051	51080 RETIREMENT	44,454	0	44,454	21,383.94	.00	23,069.94	48.1%
2010051	51081 OPEELIAB	5,291	0	5,291	.00	.00	5,291.00	.0%
2010051	51090 GROUPINS	27,280	0	27,280	12,772.18	.00	14,507.32	46.8%
2010051	51100 FICA	12,813	0	12,813	7,411.94	.00	5,401.45	57.8%
2010051	51110 WRKCOMPINS	3,053	0	3,053	1,526.50	.00	1,526.50	50.0%
2010051	51150 LIFEINS	150	0	150	74.88	.00	74.85	50.0%

2010052 ELECTIONS SERVICES&SUPPLIES

20100 ELECTIONS

0001 GENERAL

2010052	520201 PHONELAND	1,000	0	1,000	.00	.00	1,000.00	.0%
2010052	520210 POSTAGE	30,000	0	30,000	14,207.91	.00	15,792.09	47.4%
2010052	520221 ENVELOPE	10,000	0	10,000	.00	.00	10,000.00	.0%
2010052	520225 PQBOXFEE	1,000	0	1,000	.00	.00	1,000.00	.0%
2010052	520233 PRINTSRV	60,000	0	60,000	29,180.31	.00	30,819.69	48.6%
2010052	520250 COPYMACHLE	1,500	0	1,500	323.26	.00	1,176.74	21.6%
2010052	521600 MEMBERDUES	800	0	800	450.00	.00	350.00	56.3%
2010052	521800 OFFEXP	3,000	0	3,000	1,020.44	.00	1,979.56	34.0%
2010052	521900 PROFSERV	1,000	0	1,000	.00	.00	1,000.00	.0%
2010052	524007 ELECTCSTS	7,000	0	7,000	985.71	.00	6,014.29	14.1%
2010052	525119 LIABSELFED	1,197	0	1,197	598.50	.00	598.50	50.0%
2010052	527400 TRVINCO	250	0	250	.00	.00	250.00	.0%
2010052	527500 TRVOUTCO	4,000	0	4,000	163.71	.00	3,836.29	4.1%

2010054 ELECTIONS CAPITAL OUTLAY

20100 ELECTIONS

0001 GENERAL

2010054	540450 ELECTEQ	200,000	0	200,000	6,444.65	.00	193,555.35	3.2%
	GRAND TOTAL	340,447	0	340,447	123,015.57	.00	217,431.43	36.1%

\*\* END OF REPORT - Generated by Julie Hagwood \*\*

# DEPOSIT PERMIT

**COUNTY OF PLUMAS  
STATE OF CALIFORNIA**

THE TREASURER  
HAS RECEIVED FOR DEPOSIT

FROM: Elections \_\_\_\_\_ Date 01/06/2021  
(Department or Agency)

THE SUM OF: One Thousand Fourty Dollars and .15 cents DOLLARS \$ 1,040.15

RECEIPT NOS. #102319 By: John Atkinson  
(SIGNATURE)

ON ACCOUNT OF	FUND	ACCT.	DEPT.	CASH ACCT.	AMOUNT
Sec. of State COVID reimbursement for staffing and costs on Election Day 11-3-2020	44019	51060	2010051	46251	360.00
<i>New</i>	44019	51020	2010051	46251	530.00
<i>COVID 19 REIMB TO DEPT</i>	44019	540450	2010054	46251	150.15
					<u>1040.15</u>
<i>#1040.15 rec'd from Sec of State</i>					

Coin	FUND NAME	FUND NO.	AMOUNT
Currency	Election OT	51060	360.00
Checks	Election Other Wages	51020	530.00
Direct Dep.	Election Equipment	540450	150.15
<u>1040.15</u>	<u>2010044-44019</u>		<u>1040.15</u>
<i>PB</i>			
<i>116/21</i>			

CERTIFIED INTO THE COUNTY TREASURY  
UNDER SEC. 27008. GOVT. CODE.

County Auditor/Controller

Date: 11/6/21 \_\_\_\_\_

By: John Atkinson Deputy

Treasurer and Tax Collector

Date: 11/6/21 \_\_\_\_\_

By: John Atkinson Deputy

DEPOSIT NO. 148408 *H*

*479*



## DEPARTMENT OF FACILITY SERVICES & AIRPORTS

198 ANDY'S WAY, QUINCY, CALIFORNIA 95971-9645  
(530) 283-6299 FAX: (530) 283-6103

**Kevin Correira**  
Director

Board Meeting: March 16, 2021

To: The Honorable Board of Supervisors

From: Kevin Correira, Director

Subject: Approve and Authorize Facility Services Department to do a reallocation of funds in Capital Improvements

---

### Background

Facility Services currently has \$60,000 budgeted for asphalt repair at the annex bldg. due to COVID and the amount of work that has been sidelined due to the pandemic this project will not be taking place this year so we are requesting a reallocation of these funds to where they would be more beneficial at this time.

1. At the beginning of the budget year we had \$82,114.00 to make repairs to the annex bldg. sprinkler system sitting in reserve. \$76,886.00 was added to this to make the \$159,000 total repair cost. The repairs are in progress now but in between budget time and project start date \$9,066 was used from the reserve to repair another leak in the system so we will need to replace that amount in order to pay the bill when the project is finished.
2. Plumas County has received a grant from California State Parks in the amount of \$400,000 to make repairs to our local parks. Our first undertaking is placing a chain link privacy fence at the Taylorsville Campground on the southern property line. The fence is \$30,150 installed and according to the way the grant works the county pays for it first and is then reimbursed by the state. The grant covers 80% of the cost for this project location so it will be a cost to the county of \$6,030.00

### Recommendation

Approve and Authorize Facility Services Department to do a reallocation of funds in Capital improvements

3E



204 Fairgrounds Road, Quincy, CA 95971 530-283-6272 Fax: 530-283-6431  
[johnsteffanic@countyofplumas.com](mailto:johnsteffanic@countyofplumas.com) [www.plumas-sierracountyfair.net](http://www.plumas-sierracountyfair.net)

## MEMORANDUM

DATE: March 3, 2021

TO: The Honorable Board of Supervisors  
FROM: John Steffanic, Fair & Event Center Manager  
SUBJECT: Approval of purchases in excess of \$10,000

---

**It is recommended that the Board:**

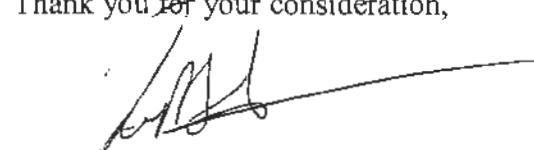
Approve the bids and purchase of the following items:

a. Groundmaster 3200 24hp lawn mower	\$21,686.58
b. Carpet & vinyl flooring for Mineral Building	\$11,105.00
c. Wireless P.A. System for Fairgrounds	\$16,175.00

**Background and discussion:**

These items were outlined in the Supplemental Budget request the Board approved at their February 2, 2021 meeting. This memorandum is to approve the bids and purchase of items over \$10,000.00. Items (a) and (c) represent purchases involving restrictions on specifications making competitive bidding unavailable (Section 3-1, Plumas County Purchasing Policy). Item (b) could not be competitively bid due to only one vendor willing to offer a bid. Three other contractors were contacted.

Thank you for your consideration,

  
John Steffanic  
Fair & Event Center Manager



Date: February 8, 2021

## Quotation for Plumas-Sierra County Fair

Quote No:624073-00

Prepared For: **Oran Morrison**

Quote No: **624073-00**

Plumas-Sierra County Fair  
204 Fairgrounds Road  
Quincy, CA 95971

iQuote No: **67296**  
Sales Person: **Don Kittilsen**  
**don.kittilsen@turfstar.com**  
**(916) 709-7104**

*National IPA Pricing: Contract 2017025, IPA Membership required.  
NIPA/Omnia Partners ID number for Plumas Co Fairgrounds is 5050684*

## Summary

Configuration Name	Qty	Unit Price	Sub Total	Sales Tax	Total
<b>010-Groundsmaster 3200 24HP 2WD</b>	<b>1</b>	<b>\$20,220.59</b>	<b>\$20,220.59</b>	<b>\$1,465.99</b>	<b>\$21,686.58</b>
<b>Totals:</b>			<b>\$20,220.59</b>	<b>\$1,465.99</b>	<b>\$21,686.58</b>



Date: February 8, 2021

## Quotation for Plumas-Sierra County Fair

Quote No:624073-00

### Configuration Product Details

#### 010-Groundsmaster 3200 24HP 2WD

Model	Product Description	Qty	Unit Price	Extended	Sales Tax	Total
31900	Groundsmaster 3200 24HP 2WD	1	\$15,098.07	\$15,098.07	\$1,094.61	\$16,192.68
110-0624-03	BLADE-ROTARY, ATOMIC .5)	3	\$23.16	\$69.48	\$5.04	\$74.52
114-4096	WEIGHT	1	\$92.82	\$92.82	\$6.73	\$99.55
30671	Universal Sunshade Red	1	\$657.66	\$657.66	\$47.68	\$705.34
31982	Seat Asm Air Ride Susp	1	\$962.64	\$962.64	\$69.79	\$1,032.43
31972	72in SD Deck GM32/33XX	1	\$3,339.92	\$3,339.92	\$242.14	\$3,582.06
<b>Totals:</b>						<b>\$21,686.58</b>

# Visiplex, Inc.

1287 Barclay Boulevard, Buffalo Grove, IL 60089  
 Phone: 847-229-0250 Fax: 847-229-0259  
 Website: [www.visiplex.com](http://www.visiplex.com) Email: [sales@visiplex.com](mailto:sales@visiplex.com)

## Sales Quote: 259020

**Bill to:** Plumas County Fair  
 204 Fairgrounds Road  
 Quincy CA 95971  
**Contact:** John Steffanic  
**Phone:** 1-530-283-6272 **Fax:**

**Date:** 11/08/20 **Revised:** 03/02/21

**Issued by:** Pat Devine

**Project:** Wireless PA Voice Paging & Notification System

**RMA Number:**

**Shipping Method:** FDX-GROUND

No.	Product P/N	Description	Quantity	Price	Amount
1	VS4820	Desktop Paging Base Station For Voice & Data Wireless Messaging.	1	1,195.00	1,195.00
	»	<b>Comments:</b> provides audio input interface to existing primary wired PA system AMP/Control panel for simultaneous activation of both wired and wireless PA speakers			
2	VS3017	Handset Microphone with PTT.	1	85.00	85.00
3	VS3003	Telephone Line Interface Option (RJ11 Input, *integrated). Supports Voice and Alphanumeric Messaging Using Telephone Keypad.	1	95.00	95.00
4	VS101-40	High Power Paging Transmitter - 40 Watt, UHF / VHF. Includes Power Supply, Chassis and Data Cable.	1	1,995.00	1,995.00
5	VS654	Outdoor Antenna Kit. Includes VS635 Antenna, VS641 Mounting Kit, VS653 Grounding Kit, VS642 Inline Lightning Arrestor and Two RF Connectors.	1	395.00	395.00
6	VS660-050	0.5" RG-8U Coax RF Transmission Line Assembly, 50 Feet.	1	200.00	200.00
7	VS56900	900 Watt Uninterrupted Power Supply.	1	495.00	495.00
8	VNS2214-7	Wireless PA Horn Speaker Set. Includes VNS2210 Controller, VNS2087 Speaker and 110V/220V Power Adaptor. <b>Comments:</b> Single Speaker Configuration	5	345.00	1,725.00
9	VNS2252	Backup Battery Option (*integrated). <b>Comments:</b> Single Speaker Configuration	5	25.00	125.00
10	VNS2281	Secondary Speaker Output Option (*integrated).	5	35.00	175.00
11	VNS2214-7	Wireless PA Horn Speaker Set. Includes VNS2210 Controller, VNS2087 Speaker and 110V/220V Power Adaptor. <b>Comments:</b> Two Speaker Configuration	14	345.00	4,830.00
12	VNS2252	Backup Battery Option (*integrated). <b>Comments:</b> Two Speaker Configuration	14	25.00	350.00
13	VNS2281	Secondary Speaker Output Option for Additional Speaker on a Single Receiver (*integrated). <b>Comments:</b> Two Speaker Configuration	14	35.00	490.00
14	VNS2087	Horn Speaker for Indoor or Outdoor. Includes Mounting Bracket. <b>Comments:</b> Two Speaker Configuration	14	95.00	1,330.00
15	VNS2251	NEMA Enclosure Option.	12	150.00	1,800.00
16	VS-LIC	FCC License for One Main Site (10 Years).	1	435.00	435.00

» Click on Product P/N marked in Blue to open the respective website link (if Adobe Reader displays a Security Warning dialog box, select Remember My Action for This Site and click on Allow).

To pay online, go to <https://www.visiplex.com/secure-payment-service> (Reference: Quote 259020. Please confirm shipping charges are included, limited to USA and Canada and up to \$10K)

**Subtotal (USD):** 15,720.00

**Freight (USD):** 455.00

**Total (USD):** 16,175.00

**Comments**

RES

## TRACTOR

### AGREE

**JOB  
LOCATION**

313  
E6

Tom

11/19/20

# FOR MINERAL BUILDING - QUINCY

furnish + install - Franchise 28 cft glue down  
in building (not storage area)  
+ pull up old cft + haul away.  
+ no furniture

### CA, CPT ASSESSMENT \$

THE SUM OF 7530. DEPOSIT BALANCE TERMS

I agree to the above prices and specifications and the terms and conditions printed below. I (We) have read these terms and conditions which constitute a part of agreement as witnessed by my signature hereto. I (We) authorize Towne Carpet to perform the work specified above. Warranty info received.

**TERMS AND CONDITIONS OF SALE:** By law Towne Carpet is unable to remove any materials containing asbestos. Carpet and vinyl colors may vary from samples due to differences in dye. Towne Carpet will not be responsible for conditions arising from excessive moisture or alkali in cement foundations. Towne Carpet can not guarantee that all floor covering seams will be tight. Return of special order items are subject to a restocking fee. Towne Carpet is not responsible for errors due to customer's measurements or for measurements taken from blueprints. Towne Carpet will not alter doors. Towne Carpet will not replace toilets and will not remove or replace other plumbing fixtures or gas appliances. Towne Carpet is not responsible for additional prep not surface visible. Additional floor prep, other than is indicated above, will be charged at \$35 per hour plus material. Installation guarantees are void if rooms are not heated to a minimum of 65 degrees before installation. Payment of the balance is due and payable upon completion of the work contracted for, unless otherwise stated. Any balance remaining unpaid 30 days after completion of work shall accrue interest at the rate of 1 1/2% per month (18% per annum). In the event of litigation arising under this contract, the prevailing party shall be entitled to recover reasonable attorney's fees in addition to any other damages or relief recovered.

SALESMAN \_\_\_\_\_ CUSTOMER \_\_\_\_\_ DATE \_\_\_\_\_

**TOMER** **CUSTOMER NO.** **PAYMENT** **AMOUNT** **DATE**

**For Office Use Only**

**PAYMENT  
AMOUNT**

DATE

CONCRETE      METAL      SILVER  
WOOD      GOLD

## TOTAL LABOR

269703



3F 1,2,3

Resolution 2021-\_\_\_\_\_

2021 Winter  
Plumas County General Plan Amendment

The Brewing Lair, Richard and Susan DeLano and Mountain Goat Farmstead, LLC (GPA 7-18/19-01)  
and  
Alec and Rhonda Dieter (GPA 8-19/20-01)

WHEREAS, the hearings required by the Government Code of the State of California before the Board of Supervisors were held and proper notices were given; and

WHEREAS, the testimony and evidence received justify the actions taken to amend the General Plan maps and the Board finds that:

- A. This amendment is consistent with the General Plan for the reasons set forth in Negative Declaration 676 and Negative Declaration 677; and
- B. Negative Declaration 676 and Negative Declaration 677 are applicable and adequate for this General Plan Amendment, and were adopted by this Board on \_\_\_\_\_, 2021; and
- C. The General Plan Amendment is consistent with the Goals and Policies of the 2035 Plumas County General Plan; and
- D. The zoning amendments correspond to and are consistent with the General Plan Amendment and serve to implement the General Plan Amendment; and
- E. The Brewing Lair General Plan amendment (GPA 7-18/19-01) and the Dieter General Plan amendment (GPA 8-19/20-01) are located within the Town of Graeagle and the Master Plan area of Whitehawk Ranch, respectively; and
- F. As the project sites are located in areas planned for future development as shown on the maps in the 2035 Plumas County General Plan, they are consistent with the Planning area goals in the Plan.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Plumas, State of California, that this Board, pursuant to the authority granted by the Government Code of the State of California, amends the General Plan by incorporations of the applicable amendment of the General Plan maps as set forth in Exhibit "A" attached hereto, and made a part hereof.

The foregoing resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the of \_\_\_\_\_, 2021, by the following vote:

AYES: Supervisors:  
NOES: Supervisors:  
ABSENT: Supervisors:

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Jeff Engel, Chair Board of Supervisors

ATTEST:

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Kristina Rogers, Deputy Clerk of the Board of Supervisors

## **Exhibit "A"**

**GPA 8-19/20-01-Alec and Rhonda Dieter, owners**

**Assessor's Parcel Number 133-130-111-000; 533 River Run, Whitehawk Ranch, Clio; T21N/R13E/Section 5, MDM; Lat. 39.712514, Long. -120.534262.**

**Amend the General Plan designation and zoning applied to the property from Suburban Residential and S-1 (Suburban) zoning to Commercial and C-2 (Periphery Commercial) zoning, retaining the existing Scenic Road designation and SP-ScR (Special Plan Scenic Road) zoning and the F (Farm Animal Combining Zone) zoning**

**GPA 7-18/19-01- The Brewing Lair-Richard and Susan DeLano and Mountain Goat Farmstead, LLC, owners; Assessor's Parcel Numbers 123-150-024-000 and 123-150-025-000; 67007 and 67163 State Route 70, Blairsden, CA; T22N/R12E/Sec.10, MDM; Lat. 39.783329 and Long. -120.614222.**

**Amend the General Plan designation and zoning applied to the properties from Rural Residential and R-10 (Rural) zoning to Commercial and C-3 (Convenience Commercial) zoning, retaining the existing Scenic Road designation and the SP-ScR (Special Plan Scenic Road) zoning.**

**GENERAL PLAN AMENDMENT ZONING ORDINANCE**  
**ALEC AND RHONDA DIETER REZONING AND GENERAL PLAN AMENDMENT**  
**GPA 8-19/20-01**  
**ORDINANCE NO. 2021-\_\_\_\_\_**

**AN ORDINANCE OF THE COUNTY OF PLUMAS, STATE OF CALIFORNIA,  
REZONING CERTAIN REAL PROPERTY CONSISTENT WITH  
GENERAL PLAN AMENDMENT ENACTED BY RESOLUTION NO. 2021-\_\_\_\_\_**

**The Board of Supervisors of the County of Plumas, State of California, DOES ORDAIN as follows:**

**Section 1.** The real property enumerated in Exhibit "A", particularly described therein by Assessor's Parcel Number 133-130-111-000, is hereby rezoned to C-2 (Periphery Commercial) while retaining the SP-ScR (Special Plan Scenic Road) and F (Farm Animal Combining) zoning classifications enumerated in Plumas County Code Section 9-2.301; Section 9-2.301 and described in Title 9, Chapter 2, Article 21, Code Sections 9-2.2101 through 9-2.2107, and Code Sections 9-2.3701 through 9-2.3704, and Code Sections 9-2.4001 through 9-2.4002, implemented by Exhibit "A" attached hereto.

**Section 2.** This rezoning is consistent with and will serve to implement General Plan Amendment enacted by Resolution No. 2021-\_\_\_\_\_.

**Section 3.** Environmental considerations related to this rezoning have been addressed in Negative Declaration 676 which was approved after a noticed public hearing by the Plumas County Board of Supervisors on March 9, 2021 and was deemed to satisfy the requirements of the California Environmental Quality Act as certified in Resolution No. 2021-\_\_\_\_\_.

**Section 4.** The Plumas County Planning Director is hereby directed to reflect the zoning as provided for in this ordinance and pursuant to Section 9-2.302 of the Plumas County Code.

**Section 5.** This ordinance shall not be codified.

**Section 6.** This ordinance shall be published, pursuant to Section 25124(a) of the Government Code of the State of California, before the expiration of fifteen (15) days after the passage of the ordinance, with the names of the supervisors voting for and against the ordinance in a newspaper of general circulation in the County of Plumas.

**Section 7.** This ordinance shall become effective thirty (30) days from the date of the final passage.

The foregoing ordinance was introduced on March 9, 2021, and duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, on \_\_\_\_\_, 2021 by the following vote:

**AYES: Supervisors:**

**NOES: Supervisors:**

**ABSENT: Supervisors:**

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**Jeff Engel, Chair Board of Supervisors**

**ATTEST:**

---

**Kristina Rogers, Clerk of the Board of Supervisors**

## **Exhibit "A"**

**GPA 8-19/20-01-Alec and Rhonda Dieter, owners**

**Assessor's Parcel Number 133-130-111-000; 533 River Run, Whitehawk Ranch, Clio; T21N/R13E/Section 5, MDM; Lat. 39.712514, Long. -120.534262.**

**Amend the General Plan designation and zoning applied to the property from Suburban Residential and S-1 (Suburban) zoning to Commercial and C-2 (Periphery Commercial) zoning, retaining the existing Scenic Road designation and SP-ScR (Special Plan Scenic Road) zoning and the F (Farm Animal Combining Zone) zoning.**

GENERAL PLAN AMENDMENT ZONING ORDINANCE  
THE BREWING LAIR REZONING AND GENERAL PLAN AMENDMENT  
GPA 7-18/19-01  
ORDINANCE NO. 2021-\_\_\_\_\_

AN ORDINANCE OF THE COUNTY OF PLUMAS, STATE OF CALIFORNIA,  
REZONING CERTAIN REAL PROPERTY CONSISTENT WITH  
GENERAL PLAN AMENDMENT ENACTED BY RESOLUTION NO. 2021-\_\_\_\_\_

The Board of Supervisors of the County of Plumas, State of California, DOES ORDAIN as follows:

**Section 1.** The real property enumerated in Exhibit "A", particularly described therein by Assessor's Parcel Numbers 123-150-024-000 and 123-150-025-000, is hereby rezoned to C-3 (Convenience Commercial) while retaining the SP-ScR (Special Plan Scenic Road) zoning classifications enumerated in Plumas County Code Section 9-2.301; Section 9-2.301 and described in Title 9, Chapter 2, Article 21, Code Sections 9-2.2101 through 9-2.2107, and Code Sections 9-2.3701 through 9-2.3704 implemented by Exhibit "A" attached hereto.

**Section 2.** This rezoning is consistent with and will serve to implement General Plan Amendment enacted by Resolution No. 2021-\_\_\_\_\_.

**Section 3.** Environmental considerations related to this rezoning have been addressed in Negative Declaration 677 which was approved after a noticed public hearing by the Plumas County Board of Supervisors on March 9, 2021 and was deemed to satisfy the requirements of the California Environmental Quality Act as certified in Resolution No. 2021-\_\_\_\_\_.

**Section 4.** The Plumas County Planning Director is hereby directed to reflect the zoning as provided for in this ordinance and pursuant to Section 9-2.302 of the Plumas County Code.

**Section 5.** This ordinance shall not be codified.

**Section 6.** This ordinance shall be published, pursuant to Section 25124(a) of the Government Code of the State of California, before the expiration of fifteen (15) days after the passage of the ordinance, with the names of the supervisors voting for and against the ordinance in a newspaper of general circulation in the County of Plumas.

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The foregoing ordinance was introduced on March 9, 2021, and duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, on \_\_\_\_\_, 2021 by the following vote:

AYES: Supervisors:  
NOES: Supervisors:  
ABSENT: Supervisors:

---

Jeff Engel, Chair Board of Supervisors

ATTEST:

---

Kristina Rogers, Clerk of the Board of Supervisors

## **Exhibit "A"**

**GPA 7-18/19-01- The Brewing Lair-Richard and Susan DeLano and Mountain Goat Farmstead, LLC, owners; Assessor's Parcel Numbers 123-150-024-000 and 123-150-025-000; 67007 and 67163 State Route 70, Blairsden, CA; T22N/R12E/Sec.10, MDM; Lat. 39.783329 and Long. -120.614222.**

**Amend the General Plan designation and zoning applied to the properties from Rural Residential and R-10 (Rural) zoning to Commercial and C-3 (Convenience Commercial) zoning, retaining the existing Scenic Road designation and the SP-ScR (Special Plan Scenic Road) zoning.**



3FY

## BOARD OF SUPERVISORS STAFF REPORT

**TO:** Honorable Board of Supervisors

**FROM:** Tracey Ferguson, AICP, Planning Director *(T.F.)*

**MEETING DATE:** March 16, 2021

**SUBJECT:** Rock Creek-Cresta Project (FERC No. 1962) Plan and Schedule to Complete Additional Reasonable Control Measures Report; discussion and possible action

### **RECOMMENDATION:**

Review and receive comment on the Rock Creek-Cresta Hydroelectric Project (FERC No. 1962) Plan and Schedule to complete the Additional Reasonable Control Measures Report.

### **BACKGROUND:**

On November 18, 2020, Pacific Gas and Electric Company (PG&E), licensee for the Rock Creek-Cresta Hydroelectric Project (FERC No. 1962), filed a request with the Federal Energy Regulatory Commission (FERC) for an extension of time to file its Water Temperature Report, also known as the Additional Reasonable Control Measures Report (Report). This Report is required by ordering paragraph (D) of the Order Modifying and Approving Water Temperature Monitoring Plan under Article 401, and Appendix Condition 4(D) of the Order Approving Settlement and Issuing New License for the Rock Creek-Cresta Project.

The purpose of the Report is to evaluate whether mean daily temperatures of 20°C or less, have been and will be achieved in the Rock Creek and Cresta reaches, and if not, whether additional reasonable control measures are available. The Report is to include recommendations for the implementation of any such measures.

This Report was originally to be filed with FERC by July 31, 2007. PG&E has been granted numerous extensions of time to file the Report, with the most recent extension until December 31, 2020, which FERC granted on January 16, 2019. The premise for these extensions was that PG&E was waiting for the California Water Resources Control Board to complete its draft Environmental Impact Report (EIR) including study results contained in the EIR to design permanent measures to control water temperature and enhance coldwater habitat in the North Fork Feather River for the relicensing of the Upper North Fork Feather River (UNFFR) Hydroelectric Project (FERC No. 2105)<sup>1</sup> and issuance of the Water Quality Certification.

FERC issued a declaratory order for the UNFFR Project on July 16, 2020, stating the California Water Resources Control Board waived its authority under Section 401 of the Clean Water Act to issue Water Quality Certification. Additionally, the new FERC license

<sup>1</sup> Waterbodies associated with the UNFFR Hydroelectric Project include Lake Almanor, Butt Valley Reservoir, Belden Forebay, Butt Creek, and the North Fork Feather River.

for the UNFFR has not been issued and PG&E notes information needed to develop the required Report remains unavailable. Therefore, PG&E has requested an extension until December 31, 2022 to complete the Report. In the meantime, PG&E continues to implement the Interim Temperature Control Measures Plan with the objective of controlling water temperatures in the North Fork Feather River until permanent control measures are identified in the Report.

#### **FERC ORDER GRANTING TIME EXTENSION FOR REPORT:**

In an order issued December 22, 2020 (Attachment 1), FERC granted PG&E's request to extend the deadline to file the Report to December 31, 2022 with the additional requirement to file a Plan and Schedule by April 1, 2021 on the how the Report will be completed. FERC stated in the order that PG&E's request for another extension of time is reasonable to allow PG&E and the resource agencies to determine the most appropriate next steps to complete the Report.

#### **PLAN AND SCHEDULE:**

FERC's order stated PG&E's Plan and Schedule is to be developed in consultation with the U.S. Forest Service and the Rock Creek-Cresta Ecological Resources Committee (ERC), including documentation of consultation with the Forest Service and the ERC. Further, FERC's order stated the Plan and Schedule, prior to filing, must be circulated for a minimum of 30 days for review and comment by the U.S. Forest Service and ERC. PG&E must include with the Plan and Schedule, documentation of agency consultation, including copies of agency comments and recommendations. If PG&E does not adopt a recommendation, the filing must include PG&E's reasons for not incorporating it.

During the Rock Creek-Cresta ERC meeting of February 17, 2021, PG&E presented a Plan and Schedule for discussion. Comments were received by PG&E during the meeting from the ERC and PG&E considered the comments and revised the Plan and Schedule.

Attachment 2 is the revised Plan and Schedule provided by PG&E on February 19, 2021 to the U.S. Forest Service and ERC for a 30-day review and comment by a deadline of March 21, 2021. Per FERC's order, PG&E's Plan and Schedule is to be filed with FERC by April 1, 2021.

Attachment 3 includes agency/ngo proposed edits to the PG&E revised Plan and Schedule. While Plumas County staff (Planning Director) participated in the agency/ngo discussions, it was made clear that Plumas County reserves the right to submit additional comments by the March 21, 2021 deadline. These edits will be discussed with PG&E at a March 15, 2021 Rock Creek-Cresta ERC technical focus meeting and may be discussed at the next regularly scheduled meeting of the ERC on March 17, 2021.

#### **ATTACHMENTS:**

1. FERC Order Granting Extension of Time for Water Temperature Report Under Article 401 and Condition 4.D (Issued December 22, 2020)
2. PG&E Proposed Draft Plan and Schedule in response to FERC Order to provide a Plan and Schedule by April 1, 2021 to complete the Additional Reasonable Control Measures Report (also known as the Water Temperature Report)
3. Agency/ngo proposed edits to PG&E revised Plan and Schedule sent to PG&E on March 4, 2021

UNITED STATES OF AMERICA  
FEDERAL ENERGY REGULATORY COMMISSION

Pacific Gas and Electric Company

Project No. 1962-191

ORDER GRANTING EXTENSION OF TIME FOR WATER TEMPERATURE  
REPORT UNDER ARTICLE 401 AND CONDITION 4.D

(Issued December 22, 2020)

1. On November 18, 2020, Pacific Gas and Electric Company, licensee for the Rock Creek-Cresta Hydroelectric Project (FERC No. 1962), filed a request with the Federal Energy Regulatory Commission (Commission) for an extension of time to file its Water Temperature Report, also known as the Additional Reasonable Control Measures Report (Control Measures Report). The report is required by ordering paragraph (D) of the Order Modifying and Approving Water Temperature Monitoring Plan under Article 401,<sup>1</sup> and Appendix Condition 4(D) of the Order Approving Settlement and Issuing New License for the Rock Creek-Cresta Project.<sup>2</sup> The project is located on the North Fork Feather River, in Butte and Plumas counties, California, in part, on lands within the Plumas National Forest.

**Background**

2. Ordering paragraph (D) of the Commission's Order Modifying and Approving Water Temperature Monitoring Plan required that a five-year summary report, also known as the Control Measures Report, be filed with the Commission by July 31, 2007. The report is also required by condition 4.D of the license. The purpose of the report is to evaluate whether mean daily temperatures of 20°C or less, have been and will be achieved in the Rock Creek and Cresta Reaches, and if not, whether additional reasonable control measures are available. The report is to include recommendations for the implementation of any such measures.

3. The licensee conducted an evaluation of measures to enhance coldwater habitat, which included the withdrawal of colder water from the upstream reservoirs of the Upper North Fork Feather River Project (UNFFR Project) (FERC No. 2105). The licensee has

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<sup>1</sup> 102 FERC ¶ 62,136, issued February 28, 2003.

<sup>2</sup> 97 FERC ¶ 61,084, issued October 24, 2001.

been granted numerous extensions of time to file the Control Measures Report, with the most recent extension until December 31, 2020.<sup>3</sup> The premise for these extensions was that the licensee was waiting for the California Water Resources Control Board (State Water Board) to complete its draft Environmental Impact Report (EIR) for the relicensing of the UNFFR Project. The licensee was waiting on the study results contained in the EIR to design permanent measures to control water temperature and enhance coldwater habitat in the North Fork Feather River.

4. In a June 18, 2015 filing, the licensee stated that the draft EIR was issued by the State Water Board on November 26, 2014, however there were nearly 1000 comments on the draft. At that point, the licensee's plan to develop the Control Measures Report based on the EIR was uncertain. Instead, the licensee then proposed to submit the Control Measures Report once the State Water Board issued the Water Quality Certificate (WQC) for the UNFFR Project. Due to a delay in the issuance of the WQC for the UNFFR Project the licensee requested an extension until December 31, 2020 to file the Control Measures Report, which Commission staff granted on January 16, 2019.

### **Licensee's Extension Request**

5. The licensee, in its November 18, 2020 filing notes that the Commission issued a declaratory order for the UNFFR Project on July 16, 2020, stating the Water Board waived its authority under Section 401 of the Clean Water Act to issue water quality certification.<sup>4</sup> The license states that as the new license for the UNFFR has not been issued, information needed to develop the required report under condition 4.D remains unavailable. The licensee is requesting an extension until December 31, 2022 to complete the report. In the meantime, the licensee would continue to implement the Interim Temperature Control Measures Plan.<sup>5</sup> The licensee states that it will file a schedule with the Commission to complete the report.

### **Discussion**

6. Previous extension requests for the Control Measures Report were granted to allow time for the State Water Board to issue a WQC for the UNFFR Project, which

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<sup>3</sup> Order Granting Extension of Time for Water Temperature Report under Article 401 and condition 4.D, issued January 16, 2019.

<sup>4</sup> Declaratory Order on Waiver of Water Quality Certification (172 FERC ¶ 61,064).

<sup>5</sup> Order Approving Interim Temperature Control Measures Plan and Granting Extension of Time Under Article 401 and Appendix Condition 4D (140 FERC ¶ 62,061), issued July 18, 2012.

would aid the licensee in identifying appropriate measures to enhance coldwater habitat in the project area. Now that the Commission has determined that the Water Board waived its WQC authority, the information that the licensee was waiting on to finalize its Control Measures Report is unavailable. Therefore, the licensee's request for another extension of time is reasonable, to allow time for the licensee and the resource agencies to determine the most appropriate next steps to complete the report required by condition 4.D.

7. The licensee stated that it will file a schedule with the Commission to complete the report, however it does not provide a timeframe for doing so. To keep the Commission and the resource agencies apprised of the licensee's plan and progress in completing the report, the licensee should be required to file its plan and schedule with the Commission for approval. The Licensee's plan and schedule should be developed in consultation with the U.S. Forest Service and the project's Ecological Resources Committee (ERC). The licensee should file its plan and schedule with the Commission by April 1, 2021, including documentation of consultation with the Forest Service and the ERC.

8. The Commission expects that if the licensee's request is approved, that the licensee will continue to implement its Interim Temperature Control Measures Plan in the meantime. Implementation of the Interim Temperature Control Measures Plan should aid in controlling water temperatures in the North Fork Feather River until permanent control measures are identified in the Control Measures Report. The licensee's request to extend the deadline to file the Control Measures Report to December 31, 2022, should be approved, with the additional requirement to file a plan and schedule, by April 21, 2021 to complete the Control Measures Report required by condition 4.D.

The Director orders:

(A) The deadline for Pacific Gas and Electric Company to file the Additional Reasonable Control Measures Report for the Rock Creek-Cresta Hydroelectric Project (FERC No. 1962), pursuant to Article 401 and condition 4.D, is extended to December 31, 2022.

(B) The licensee must file, by April 1, 2021, a plan and schedule to complete the report required by ordering paragraph (D) of the Commission's Order Modifying and Approving Water Temperature Monitoring Plan, pursuant to Article 401. The licensee's plan and schedule must be developed in consultation with the U.S. Forest Service and the project's Ecological Resources Committee. The licensee must provide its plan and schedule to the Forest Service and the Ecological Resources Committee for a minimum of 30 days for review and comment, prior to filing it with the Commission. The licensee must include with its plan and schedule, documentation of agency consultation, including copies of agency comments and recommendations. If the licensee does not adopt a

recommendation, the filing must include the licensee's reasons for not incorporating it.

(C) This order constitutes final agency action. Any party may file a request for rehearing of this order within 30 days from the date of its issuance, as provided in section 313(a) of the Federal Power Act, 16 U.S.C. § 825l (2018), and the Commission's regulations at 18 C.F.R. § 385.713 (2020). The filing of a request for rehearing does not operate as a stay of the effective date of this order, or of any other date specified in this order. The licensee's failure to file a request for rehearing shall constitute acceptance of this order.

Andrea Claros  
Aquatic Resources Branch  
Division of Hydropower Administration  
and Compliance

## **Plan and Schedule to complete the Cond. 4.D Additional Reasonable Control Measures Report (Control Measures Report)**

### Background:

The Control Measures Report is required by ordering paragraph (D) of the Order Modifying and Approving Water Temperature Monitoring Plan under Article 401,<sup>1</sup> and Appendix Condition 4(D) of the Order Approving Settlement and Issuing New License for the Rock Creek-Cresta Project (FERC 1962). The purpose of the report is to evaluate whether mean daily temperatures of 20°C<sup>2</sup> or less, have been or will be achieved in the Rock Creek and Cresta Reaches, and if not, whether additional reasonable control measures are available. The report is to include recommendations for the implementation of any such measures.

### Plan and Schedule:

1. PG&E will evaluate and compile existing data available.
2. Upon issuance of the Upper North Fork Feather River Project (UNFFR Project) (FERC No. 2105) license, implement flows as prescribed.
3. PG&E will continue to collect and analyze data and assess temperatures in the Rock Creek and Cresta Reaches based on new flows released from UNFFR Project.
4. PG&E will review data collected and develop a Draft Control Measures Report which will include recommended measures, if feasible, to reduce water temperatures in the Rock Creek and Cresta reaches.
5. PG&E will initiate consultation with ERC and the U.S. Forest Service to assess the temperature data and the proposed control measures and finalize the Control Measures Report by **October 31, 2022**.
6. PG&E will address and/or incorporate comments from the ERC and file the Plan with FERC by **December 31, 2022**

PG&E will continue to implement the Interim Temperature Control Measures Plan until permanent control measures are identified in the Final Control Measures Report.

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<sup>1</sup> 102 FERC ¶ 62,136, issued February 28, 2003.

<sup>2</sup> 97 FERC ¶ 61,084, Order Approving Settlement and Issuing New License, Project Nos. 1962-000 and 028. See, Settlement Agreement, p. B-1: Water Temperature Objective

## **Plan and Schedule to complete the Cond. 4.D Additional Reasonable Control Measures Report**

### Background:

The Additional Reasonable Control Measures Report (Report) is required by ordering paragraph (D) of the Order Modifying and Approving Water Temperature Monitoring Plan under Article 401,<sup>1</sup> and Forest Service Condition No. 4.D from the Appendix of the Order Approving Settlement and Issuing New License for the Rock Creek-Cresta Project (FERC No. 1962) and Section I.4 from the Rock Creek-Cresta Settlement Agreement (December 2000).

The purpose of the report is to evaluate whether mean daily temperatures of 20°C<sup>2</sup> or less, have been or will be achieved in the Rock Creek and Cresta reaches, and if not, whether additional reasonable control measures are available. The Report is to include recommendations for the implementation of any such measures.

### Plan and Schedule

From April of 2021 through December of 2022, PG&E will convene monthly meetings to consult with the Rock Creek-Cresta (RCC) Ecological Resources Committee (ERC) and USDA Forest Service (Forest Service).

In consultation with the ERC and the Forest Service, PG&E will:

1. Continue to collect and analyze data and assess temperatures in the Rock Creek and Cresta reaches and throughout the Upper North Fork Feather River Project (UNFFR, FERC No. 2105).
2. Initiate and complete discussions on options and decide on use of the Coldwater Habitat and Fishery Mitigation Enhancement Fund (Fund) established pursuant to RCC License Condition 1.E.
  - a. **By April 21, 2021**, initiate discussions and identify information that may be necessary regarding any potential options for use of the Fund proposed by the ERC and the Forest Service.
  - b. **By September 30, 2021**, review information gathered and resume discussions of potential options for use of the Fund and continue discussions as a standing monthly item.
  - c. **By August 31, 2022**, and sooner if possible, reach decision on use of the Fund.

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<sup>1</sup> 102 FERC ¶ 62,136, issued February 28, 2003.

<sup>2</sup> 97 FERC ¶ 61,084, Order Approving Settlement and Issuing New License, Project Nos. 1962-000 and 028. See, Settlement Agreement, p. B-1: Water Temperature Objective

3. By **May 31, 2021**, compile existing water temperature, streamflow, meteorological monitoring data (2001-present) and identify the monitoring data that is most relevant to subsequent discussions of controllable and reasonable measures<sup>3</sup>.
4. Agree on modeling data for use in evaluation of controllable measures.
  - a. By **June 30, 2021**, report out on water temperature modeling data sets and modeling output for existing water temperature models, including but not limited to: (1) Model output from PG&E's August 25, 2003 response to the FERC's Additional Information Request in the UNFFR relicensing (FERC No. 2105), (2) State Water Resources Control Board model output as presented in its 2020 UNFFR (FERC No. 2105) Revised DEIR, especially Appendix E3, and (3) any water temperature modeling that PG&E has performed using the water temperature model PG&E has developed for the Rock Creek and Cresta reaches pursuant to Forest Service Condition No. 4.C from the Appendix of the Order Approving Settlement and Issuing New License for the Rock Creek-Cresta Project (FERC No. 1962) and Section I.3 from the Rock Creek-Cresta Settlement Agreement (December 2000).
  - b. By **August 1, 2021**, reach agreement on the models and model output to use for evaluation of current and subsequent controllable and reasonable measures.
5. Generate any needed additional data and operational information. Specifically:
  - a. By **August 1, 2021**, update the economic analysis for PG&E's Projects in the North Fork Feather River (e.g., expand PG&E's spreadsheet model from the Poe Project [FERC No. 2107] to include valuation of generation within the UNFFR [FERC No. 2105]).
  - b. By **October 30, 2021**, discuss and seek agreement on the factors that are controllable for improving June through September water temperatures in the Rock Creek and Cresta reaches, with the goal of achieving mean daily temperatures of 20°C or less.
  - c. If FERC issues a new license for UNFFR (FERC No. 2105) and PG&E implements new required flows during the **May 2021 through August 2022** period, evaluate whether the mean daily temperature objective of 20°C or less is being met in the Rock Creek and Cresta reaches.
6. From **November 2021 through August 2022**, discuss controllable factors and economic analysis and arrive at an affirmative consensus determination of reasonable control measures.
7. By **September 30, 2022**, complete discussions of data, controllable factors, and reasonable measures, and develop a Draft Report. The Draft Report will include any new water temperature data, and recommended reasonable control measures, to reduce June through September water temperatures in the Rock Creek and Cresta reaches.

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<sup>3</sup> Definitions: Controllable - measures that are technically possible within the existing configuration of PG&E's Projects in the North Fork Feather River. Reasonable – those controllable measures that are warranted, taking into account the costs (both power generation and facilities costs) and effects on other beneficial uses.

8. By December 31, 2022, PG&E will address and/or incorporate comments from the ERC and Forest Service, and after approval by the Forest Service, file the Final Report with the FERC.

PG&E will continue to implement the Interim Temperature Control Measures Plan until permanent control measures are identified in the Final Additional Reasonable Control Measures Report and those measures are implemented.



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## **BOARD OF SUPERVISORS STAFF REPORT**

**TO:** Honorable Board of Supervisors

**FROM:** Tracey Ferguson, AICP, Planning Director *(T.F.)*

**MEETING DATE:** March 16, 2021

**SUBJECT:** 2020 GENERAL PLAN ANNUAL PROGRESS REPORT

### **RECOMMENDATION:**

1. Review the 2020 Draft General Plan Annual Progress Report
2. Accept the report and direct staff to send a copy to the Governor's Office of Planning and Research (OPR) and the State Department of Housing and Community Development (HCD)

### **BACKGROUND:**

Government Code Section 65400 mandates that certain cities and all 58 counties submit an annual report on the status of the General Plan and progress in its implementation to their legislative bodies, the Governor's Office of Planning and Research (OPR) and Housing and Community Development (HCD) by April 1 of each year. The Annual Progress Report provides local legislative bodies with information regarding the implementation of the General Plan for their city or county. Annual Progress Reports must be presented to the local legislative body for its review and acceptance.

Once the Board of Supervisors has accepted the Annual Progress Report, a copy must be submitted to OPR and HCD. Providing a copy of the Annual Progress Report to HCD fulfills statutory requirements to report certain housing information, including the local agency's progress in meeting its share of regional housing needs and local efforts to remove governmental constraints to the development of housing (Government Codes Section 65584.3(c) and 65584.5(b)(5)).

### **PLANNING COMMISSION RECOMMENDATION:**

Planning staff prepared a 2020 Draft General Plan Annual Progress Report (Report) and presented the Report to the Planning Commission on March 4, 2020. Planning staff recommended one amendment to the Report to include Assembly Bill 1236 (electrical vehicle charging stations) on the list of future Plumas County Code Title 9 (Planning & Zoning) amendments needed. Commissioners noted the Report was well prepared and did not have substantive comments. The Commission then made a unanimous motion to forward the Report to the Board of Supervisors, as amended.

### **ATTACHMENT:**

2020 General Plan Annual Progress Report (Board of Supervisors Draft March 16, 2020)

# **General Plan Annual Progress Report**

## **2020**

**County of Plumas**



**Prepared by Tracey Ferguson, AICP, Planning Director and  
Rebecca Herrin, Assistant Planning Director  
Plumas County Planning & Building Services  
Planning Department**

**BOARD OF SUPERVISORS DRAFT  
March 16, 2021**

# Table of Contents

I.	Introduction .....	1
	Background.....	2
	Informational Document.....	2
	Organization.....	2
II.	General Plan Elements .....	3
	Land Use Element.....	3
	Housing Element .....	2
	Noise Element .....	2
	Circulation Element.....	3
	Economics Element .....	3
	Public Health and Safety Element.....	3
	Conservation and Open Space Element.....	3
	Agriculture and Forestry Element.....	4
	Water Resources Element.....	4
III.	Permits, Applications, and Significant Plans and Projects .....	4
	2020 Permits .....	5
	2020 Planning Applications.....	6
	2020 Significant Plans and Projects.....	7
	Planning and Building Services Staff .....	12
IV.	General Plan and Zoning Amendments .....	13
	General Plan Amendments .....	13
	Zoning Code Amendments.....	13
	Plumas County Code, Title 9, Planning and Zoning.....	13
V.	Conclusion .....	14
	General Plan Vision .....	14
	General Plan Element-by-Element Review .....	15
	Plumas County Code, Title 9 Review.....	15

# Appendices

APPENDIX A: CALIFORNIA GOVERNMENT CODE SECTION 65400

APPENDIX B: HOUSING UNIT CHANGE FORM, CALIFORNIA DEPARTMENT OF FINANCE

APPENDIX C: ANNUAL HOUSING ELEMENT PROGRESS REPORT, CALIFORNIA  
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

APPENDIX D: 2035 GENERAL PLAN LAND USE ELEMENT IMPLEMENTATION MEASURES  
SUMMARY OF PLANNING COMMISSION REVIEW

APPENDIX E: 2035 GENERAL PLAN ECONOMICS ELEMENT IMPLEMENTATION MEASURES  
SUMMARY OF PLANNING COMMISSION REVIEW

## I. Introduction

The 2020 General Plan Annual Progress Report has been prepared pursuant to the requirements of California Government Code Sec. 65400 *et seq.* (Appendix A). Guidance for preparation of the Report is provided by the Governor's Office of Planning and Research (OPR). Additionally, the Plumas County 2035 General Plan Introduction contains language addressing the requirements for an annual report, as follows:

“The State Government Code has recently initiated the requirement that the jurisdiction’s Planning Commission file an annual report with both the Board of Supervisors and the State Office of Planning and Research on the status of the Plan, the progress of its implementation, and its compliance with General Plan guidelines among other things. Evaluation of the policies and standards in the Plumas County General Plan text will continue after adoption, as a natural part of the day-to-day interpretation and application of its provisions by staff and decision-makers. It is likely that changing conditions and experience in policy implementation will uncover a number of adopted policies and land use designations requiring modification and the need for written policies on additional subjects. Because the provisions of the General Plan are designed for application to the development of the entire County, text amendments require careful consideration by the Planning Commission and Board of Supervisors of possible broader implications.”

“The County will consider all suggestions for needed changes in the General Plan and will initiate formal approval proceedings on proposals it deems worthy of further consideration. The annual report required by Government Code Sec. 65400 shall be prepared by staff and submitted to the Planning Commission and Board of Supervisors for consideration. In addition to the minimum statutory requirements, each annual report submitted to the Planning Commission and Board of Supervisors shall be accompanied by information reflecting the County’s growth rate, based upon the number of building permits issued for the preceding year. Based upon this information, the Board of Supervisors should consider whether the projected growth rates identified in the Environmental Impact Report for this General Plan have been met or exceeded, and should take whatever action the Board deems appropriate, consistent with this General Plan, to ensure that growth occurs as contemplated in the General Plan. The annual report should be a public process open to everyone. All groups and agencies should be encouraged to participate, as should individual property owners and residents. Provisions shall be construed to reflect the County’s desire to accommodate a reasonable amount of growth, consistent with the other goals, policies and implementation measures of this General Plan.”

The purpose of the Annual Progress Report is to document the status of the General Plan and the County’s progress in its implementation.

The 2020 General Plan Annual Progress Report was provided to the County Planning Commission on March 4, 2021 for review, and the Commission unanimously recommended forwarding the Report to the Board of Supervisors. The Report was then provided to the County Board of Supervisors on March 16, 2021 for review with a Planning Department staff recommendation to accept the Report and submit it to OPR and the Department of Housing and Community Development (HCD) prior to the April 1<sup>st</sup> deadline.

2020 General Plan Annual Progress Report  
County of Plumas

## **Background**

Plumas County adopted a comprehensive 2035 update to the 1984 General Plan on December 17, 2013. The update process began in 2005 and took several years. Many public workshops, hearings and meetings were held and there was substantial effort on the part of staff, consultants, the Board of Supervisors, the Planning Commission, local organizations and interest groups, and the general public.

Three optional elements were added to the 2035 Plan, including an Economics Element, an Agriculture and Forestry Element and a Water Resources Element.

On January 14, 2014, High Sierra Rural Alliance (HSRA) filed a lawsuit on the General Plan update Environmental Impact Report 85. HSRA and the County embarked on extensive settlement negotiations for over a year without achieving resolution. The matter then came to a hearing on February 25, 2016 in Plumas County Superior Court before the Honorable Stephen E. Benson. The trial court's Order and Judgment was filed on March 24, 2016. Appellant HSRA filed its appeal on June 1, 2016. The California Court of Appeal, 3<sup>rd</sup> Appellate District, ruled in the County's favor on all counts on October 19, 2018.

Thereafter, the County has worked to implement the 2035 General Plan.

## **Informational Document**

The General Plan Annual Progress Report is a reporting document and does not create or alter policy. The content is provided for informational purposes only and is exempt from the requirements of the California Environmental Quality Act (CEQA) per CEQA Guidelines Sec. 15306 (Class 6 – Information Collection).

## **Organization**

After this Introduction (Chapter I), a summary of each of the County's General Plan elements is described in Chapter II.

Then a listing of 2020 permits, applications, and significant plans and projects is provided in Chapter III.

Following these sections the one general plan amendment processed in 2020 is described and several zoning amendments are recapped in Chapter IV.

Lastly, the Conclusion (Chapter V) describes the continued objective of County departments to perform project review responsibilities to further the General Plan's goals, policies, programs, and implementation measures; the Planning Commission's element-by-element review of the 2035 General Plan to document implementation and discuss potential future amendments to goals, policies, programs, and implementation measures; and County staff priorities for code amendment activities anticipated in 2021.

## II. General Plan Elements

The General Plan details the County's guiding principles for a variety of planning topics and is the constitution for future development. California Government Code Sec. 65300 *et seq.* provides direction and specifications for the content of the General Plan. The following seven elements are required:

- Land Use
- Circulation
- Conservation
- Open Space
- Noise
- Safety
- Housing

The elements may be combined or renamed, but basic Government Code requirements must be included, and an agency may adopt any type of optional element at its discretion. Only the housing element must be certified by another agency (i.e., HCD), although the State Geologist and CAL FIRE provide some oversight of other general plan element aspects.

The Plumas County 2035 General Plan consists of the following nine (9) elements:

1. Land Use
2. Housing
3. Noise
4. Circulation
5. Economics
6. Public Health and Safety
7. Conservation and Open Space
8. Agriculture and Forestry
9. Water Resources

### Land Use Element

The broadest section of the General Plan is the Land Use Element. The Land Use Element designates the type, intensity, and general distribution of uses of land for housing, business, industry, open space, education, public buildings and grounds, waste disposal facilities, and other categories of public and private uses. It is the guide to the physical form of the County. The Land Use Element also guides coordination and planning with other jurisdictions, such as the City of Portola, the United States Forest Service and the branches of the United States Military to avoid incompatible uses.

The Land Use Element requires future residential, commercial and industrial development to be located adjacent to or within existing Planning Areas (e.g., Almanor, Indian Valley, American Valley, Meadow Valley/Canyon, Mohawk, La Porte, and Sierra Valley) in order to maintain Plumas County's rural character with compact and walkable communities, where areas are identified in more detail on Plumas County's General Plan Land Use Maps as Towns, Communities, Rural Areas or Master Planned Communities. Future development may also be approved within areas for which Community Plans or Specific Plans have been prepared.

Small, isolated housing tracts in outlying areas shall be discouraged as they disrupt surrounding rural and productive agricultural lands, forests, and ranches and are difficult and costly to provide with services.

The Land Use Maps are supported by land use descriptions, permissible densities, maximum lot coverage, and height requirements for each County land use designation.

## **Housing Element**

The Housing Element is a comprehensive assessment of current and projected housing needs for all economic segments of the County and provides clear policy direction for decision making pertaining to zoning, subdivision approval, housing allocations, and capital improvements. The purpose of the Housing Element is to identify housing solutions that address local housing problems and to meet or exceed the County's unincorporated area Regional Housing Needs Allocation (RHNA). The County recognizes that the provision of adequate housing is best met through a collaboration of various resources including County departments, outside state and federal agencies, and Plumas County housing and special needs stakeholders. The Element establishes a housing goal, policies, and action orientated programs the County and its housing partners will implement to facilitate actions that address the County's identified housing issues.

The Housing Element includes a residentially zoned vacant sites inventory and sections on the public participation process, an evaluation of implementation of the previous housing element programs, the community profile, housing resources and opportunities, a summary of constraints on the development of housing, and a discussion of residential energy conservation. The majority of sites included in the inventory are located within existing areas where infrastructure is in place (e.g., the availability of water and sewer, roadways, drainage) and most geographic or environmental constraints, such as topography, the presence of wetlands, or soils issues, are minimal: areas such as Graeagle, Greenville, Chester and Lake Almanor, Delleker and Portola (unincorporated), and Quincy.

Mandated by the State of California, housing elements are required to be updated on a more frequent cycle than the other elements of a general plan. Plumas County, is categorized by HCD as "Other Region" because it is a non-Council of Government (COG) jurisdiction where HCD acts as the COG for the purposes of determining the RHNA. With that, the housing element cycle for Plumas County is 5 years and must be reviewed by HCD for certification.

The state is currently within the 6<sup>th</sup> cycle RHNA where Plumas County's Housing Element was due August 31, 2019. The County adopted its 6<sup>th</sup> cycle 2019-2024 Housing Element on October 15, 2019 and HCD certified the Element on December 5, 2019. RHNA allocations for 7<sup>th</sup> cycle are not yet determined.

## **Noise Element**

The Noise Element of the general plan provides a basis for comprehensive local programs to control and abate environmental noise and to protect citizens from excessive exposure. The dominant sources of noise in Plumas County are mobile, related to automobile and truck traffic, aircraft, and train transportation. Stationary sources in the County include lumber mills and aggregate mining and processing facilities. To a smaller extent, construction sites are also considered a stationary source of short-term, or temporary, noise in the County.

The County's Noise Element addresses community noise problems, in accordance with Government Code Sec. 65302(f). Policies and implementation measures developed in the General Plan include protection of noise-sensitive land uses, consideration of noise impacted areas, and noise associated with the County's airports.

## **Circulation Element**

The Circulation Element is correlated with the Land Use Element and identifies the general location and extent of existing and proposed major thoroughfares, transportation routes, terminals, and other local public utilities and facilities. The Circulation Element provides a plan to guide the County's efforts relating to the movement of people, goods, energy, and other commodities. Topics of discussion include roads and highways, public transit, non-motorized transit including bicycles and pedestrians, rail, air, and movement of goods.

The Circulation Element establishes specific implementation measures to ensure that the transportation systems in Plumas County adequately address the transportation issues and planned growth for the County. Transportation policies included are intended to contribute to the achievement of the planned land use pattern and to ensure that applicable standards can be achieved.

## **Economics Element**

The Economics Element, which is an optional General Plan element, provides a set of long-range goals and policy guidelines for economic development in the County. The Economics Element aims to establish the County's commitment to economic vitality; to articulate the types of economic activity that the County seeks to retain, expand and attract to the County; and to outline steps that the County should take to protect and enhance local assets that are critical to the health of the local economy. Topics of discussion include policies that support economic development programs, construction of infrastructure, communication and energy facilities, agriculture, forest industries, recreation, and tourism.

## **Public Health and Safety Element**

The primary purpose of the Public Health and Safety Element is to establish goals and policies to protect the County from risks associated with seismic, geologic, flood, dam inundation, and wildfire hazards in addition to hazardous wastes and airport hazards to reduce the risk of death, injury, property damage, and the economic and social dislocation related to those hazards. This Element also includes policies that address emergency operations and the goal of sustaining healthy communities.

## **Conservation and Open Space Element**

As is allowed under State law, the County has combined two of the mandatory Conservation and Open Space elements into one element that provides guidance for the conservation, development, and use of natural resources, including water, forests, soils, rivers, and mineral deposits. The Conservation and Open Space Element details policies and implementation measures for the long-range preservation and conservation of open space, including lands for the preservation of natural resources, the managed production of resources, outdoor recreation, and public health and safety.

Specifically included in this section are policies pertaining to biological resources, mineral and soil resources, cultural and historic resources, scenic resources, parks and recreation, trails and bikeways, air quality, climate change, energy conservation and open space resources in general.

## **Agriculture and Forestry Element**

Due to the importance of agricultural and forestlands in Plumas County, an Agriculture and Forestry Element is included as an optional element of the 2035 General Plan. The topics of discussion within the policies include productive use of resource lands, conversion of agriculture and forest lands, promotion of healthy competitive farm, ranch and forestry economies and sustainable food systems, water quality and quantity for agriculture, education and awareness of the importance of agriculture and forestry, support of infrastructure creation, and management of greenhouse gas (GHG) emissions.

## **Water Resources Element**

Given the importance of water resources in Plumas County to County residents and the various water users throughout the State of California, the 2035 County General Plan includes an optional Water Resources Element as a means of ensuring that Plumas County's water resources are protected and sustained for the future. The topics discussed in the Water Resources Element include groundwater management, water quality, watershed management and water exports, climate change adaptation, public water supplies, wastewater management, and flood and stormwater management. This Element also includes policies that address water use efficiency and conservation and the goals of interagency coordination and public education.

Plumas County contains a number of rivers, lakes, and reservoirs, which provide important habitat, recreation, water supply and economic functions for County residents and nonresidents alike. Plumas County also contains fourteen groundwater basins, which are primarily located in the valleys on the east side of the Sierra Crest. The Upper Feather River watershed covers a majority of the County (98%), which is about 72% of the watershed. The tributaries of the Upper Feather River watershed drain over 2 million acres of land in the Sierra Nevada, flowing southwest into Lake Oroville in neighboring Butte County. The Upper Feather River watershed is divided into four main branches with respective watersheds—the West Branch, the North Fork, the Middle Fork and the South Fork of the Feather River—and serves as an important supply of surface water resources. Water has been an export from Plumas County since the State Water Project (SWP) located its main storage facility, fed by the Feather River, at Lake Oroville. The Upper Feather River watershed supplies water for downstream urban, industrial, and agricultural use as part of the SWP.

## **III. Permits, Applications, and Significant Plans and Projects**

During 2020, the County processed numerous permits, project applications, and participated in a variety of significant plans and projects. The following summaries provide a brief overview of these activities and are not intended to be exhaustive.

## 2020 Permits

Plumas County Planning and Building Services processed 985 permits in 2020, including well and septic permits, building permits, no fee permits (e.g., water heaters, 200 square feet or less non-habitable sheds or agricultural buildings), and miscellaneous permits (e.g., re-roof, electrical, plumbing, and HVAC). The Planning Department staff reviews all construction permits for zoning consistency compliance.

The California Department of Finance (DOF), Demographic Research Unit, Housing Unit Change Form is attached as Appendix B. Between January 1, 2020 and December 31, 2020, Plumas County had thirty (30) housing units completed based on final inspections, certificates of occupancy, completion certificates, or utility releases. Of the 30, twenty-seven (27) were newly constructed single-family detached units, two (2) were newly constructed single-family mobile home units, and one (1) was converted to a single-family detached unit (i.e., “gained” housing stock). In addition, one (1) single-family detached unit was lost to demolition, fire, or natural disaster for a total of one (1) unit.

By comparison overall, in 2019 Plumas County had thirty-eight (38) housing units completed based on final inspections, certificates of occupancy, completion certificates, or utility releases, and in 2018 there were fifty-two (52), while in 2017 there were forty (40) housing units completed, and in 2016 there were thirty-nine (39), which puts the past five-year average of annual housing units completed at thirty-nine (39).

Appendix C provides the Annual Housing Element Progress Report, as reported to HCD. The total proposed units with building permits issued in 2020 for unincorporated Plumas County was forty-five (45), which equates to the following affordability by household income level:<sup>1</sup>

• Very-Low Income	0
• Low Income	2
• Moderate Income	13
• Above-Moderate Income	30

<sup>1</sup> Based on 2020 HCD income limits. Area median income (AMI) for a family of four (4) in Plumas County was \$72,200. Very Low Income 1–50 percent of AMI (\$36,100 or less); Low Income 51–80 percent of AMI (\$36,101–\$57,760); Moderate Income 81–120 percent of AMI (\$57,761–\$86,640); and Above Moderate Income Above 120 percent of AMI (\$86,641 or more).

2020 General Plan Annual Progress Report  
County of Plumas

### *Growth Rate*

The 2010 U.S. Census reported 17,903 in total population for the unincorporated Plumas County area. By 2018, the U.S. Census estimated that the unincorporated population was down slightly (-0.6%), at 17,803 persons. The California Department of Finance estimated the same population (17,803) for the County's unincorporated population on January 1, 2019.

Once the 2020 U.S. Census data is known, anticipated to be released by September 30, 2021, the County will be able to better understand the growth rate over the past decade. Largely, the California Department of Finance projects Plumas County's unincorporated area population is expected to remain static or marginally decline through 2050, lagging behind the projected positive growth rate of the state as a whole.

### **2020 Planning Applications**

The Planning Department processed a variety of ministerial and discretionary planning applications with associated environmental reviews during 2020 including, for example, Special Use Permits, Tentative Parcel Maps, Lot Line Adjustments, and Owner Initiated Mergers.

The breakdown in ministerial applications processed at County staff level are as follows:

- Lot Line Adjustments (5)
- Owner Initiated Mergers (11)
- Sign Permits (6)

Further, planning staff performed sixteen (16) annual mining inspections and continued to investigate a reclamation plan violation.

The breakdown in discretionary applications heard before the Zoning Administrator in a public hearing process are as follows:

- Modification of Recorded Map by Certificate of Correction (1)
  - ***Lake Almanor Country Club Unit No. 14, Gary and Jill Sullivan:*** Modification of recorded map to reduce the building setback on the rear of Lot 48 from 40 feet to 30 feet.
- Tentative Parcel Maps (2) and Extension of Time (1)
  - ***TPM 12-19/20-01 Mouser Development, LLC:*** Division of 0.42 acres into two parcels of 0.16 acres and 0.26 acres for single-family residential use.
  - ***TPM 1-18/19-02 Randy Barlow:*** Division of 13.87 acres into three parcels of 3.3 acres, 7.2 acres, and 3.3 acres for rural residential use.
  - ***TPM 1-18/19-01 Alice Sanderson:*** Extension of time for three years to record the final map for a division of 2.86 acres into two parcels of 1.86 acres and 1.0 acres.

2020 General Plan Annual Progress Report  
County of Plumas

- Special Use Permits (6)
  - ***U 6-19/20-07 Larry and Shirley Blair (Blair Mortuary):*** Reestablishment of a lawful non-conforming use consisting of a mortuary facility.
  - ***U 7-20/21-03 Feather River Resource Conservation District:*** Public Service facility consisting of office space in an industrially zoned area.
  - ***U 7-20/21-01 Plumas Charter School:*** Special Use Permit for a learning center.
  - ***U 8-20/21-05 Harry Lee:*** Expansion of a lawful non-conforming use involving the replacement of a manufactured home with a new cabin on property zoned Timberland Production Zone (TPZ) of substandard size to allow a dwelling unit.
  - ***U 7-20/21-02 Robert and Vickie Habeger:*** Special Use Permit for commercial storage.
  - ***U 8-20/21-06 Vincent and Regina Martinez:*** Expansion of a lawful non-conforming use consisting of the addition of an 856 square foot garage underneath the existing dwelling.
- Extension of Interim Management Plan-Permit to Mine/Reclamation Plan (1)
  - ***SMR 12/14/84-06 Twain Enterprises:*** Extension of the Interim Management Plan for five (5) years until February 11, 2025. The extension extends the time period that the mine may remain idle.

Additionally, there was a public hearing before the Plumas County Planning Director for the consideration of the Value of the Public Interest for a Designated Historic Building (1)

- Application for the demolition of a single-family dwelling designated as a Historic Building in the Plumas County 2035 General Plan, located at 7205 Genesee Road, Genesee. Per Plumas County Code Section 9-2.3703(b)(3), special plan reviews for historic buildings shall be the consideration of the value of public interest prior to the approval of a building permit to demolish a Historic Building.

## 2020 Significant Plans and Projects

### *Plumas County Regional Transportation Plan (RTP)*

The Plumas County Regional Transportation Commission, as the Regional Transportation Planning Agency (RTPA) for the County, is required by California State law to adopt and submit an updated Regional Transportation Plan (RTP) to the California Transportation Commission (CTC) and the California Department of Transportation (Caltrans) every five years. The purpose of the plan is to provide Plumas County, including the City of Portola, with a vision supported by transportation goals for a 20-year horizon.

The RTP was designed to be consistent with the 2035 Plumas County General Plan and is a policy document that includes direction, actions, and funding strategies intended to maintain and improve the regional transportation system and identifies over \$301 million in short-range transportation needs in Plumas County and an additional \$170 million in long-range needs. More than 520 projects have been identified in the RTP's action element, including roadway, bridge, transit, bicycle, pedestrian and aviation projects. The RTP was formally adopted by the Plumas County Regional Transportation Commission on January 27, 2020.

2020 General Plan Annual Progress Report  
County of Plumas

*Coordinated Public Transit – Human Services Plan: Plumas County – Update*

The draft Coordinated Public Transit – Human Services Plan, largely developed in 2020, is an update to the 2015 Plan for Plumas County. Coordinated transportation is essential to keeping people linked to things such as social networks, employment, healthcare, education, social services, and recreation. Having access to reliable transportation can present a challenge to vulnerable populations, like seniors, people with disabilities, and those with lower incomes. For these groups, a coordinated public transit or transportation plan is necessary to improve access, efficiency, and to promote an independent lifestyle.

Projects selected for funding under the Federal Transit Administration (FTA) Section 5310 must be included in the Plan and should be a unified, comprehensive strategy for public transportation service delivery that identifies the transportation needs. The Coordinated Public Transit – Human Services Plan lays out strategies for meeting the needs and prioritizing services.

The Plan was developed with the intent to meet coordinated-planning requirements as well as provide the Plumas County Transportation Commission and its partners a “blueprint” for implementing a range of strategies intended to promote and advance local efforts to improve transportation for three priority/transportation disadvantaged groups including persons with disabilities, older adults, and persons with low incomes.

More specifically, the required elements of the Plan include:

- Assessment of transportation needs for transportation disadvantaged populations (seniors, people with disabilities, and people with low incomes).
- Inventory of existing transportation services.
- Strategies for improved service and coordination.
- Priorities based on resources, time, and feasibility.

With the 2015 Plan as the starting point, the 2021 update was shaped by recent planning documents including Plumas County Transportation Commission meeting minutes, Social Services Transportation Advisory Council (SSTAC) meeting minutes, and Unmet Transit Needs Findings. Due to the COVID-19 pandemic, outreach involved a series of virtual consultations and online surveys. Transit providers and other stakeholders provided input through conference calls and written comments.

The Coordinated Public Transit – Human Services Plan is expected to be approved by the Plumas County Transportation Commission in early 2021.

*Plumas County Local Hazard Mitigation Plan (LHMP) – Update*

In early 2020, the County initiated an update to the 2014 Federal Emergency Management Agency (FEMA) approved Plumas County Local Hazard Mitigation Plan (LHMP). The 2020 LHMP Update is a single jurisdiction plan that geographically covers the unincorporated area of Plumas County.

The purpose of hazard mitigation is to reduce or eliminate long-term risk to people and property from hazards. Plumas County prepared the 2020 LHMP Update with the objective of making the County and its residents less vulnerable to future hazard events. The LHMP demonstrates the County’s commitment to reducing risks from hazards and serves as a tool to help the Plumas County Board of Supervisors and other decision makers direct mitigation activities and

**2020 General Plan Annual Progress Report**  
**County of Plumas**

resources. The Update was also developed, among other things, to ensure Plumas' continued eligibility for certain federal disaster assistance including the FEMA Hazard Mitigation Grant Program (HMGP), Pre-Disaster Mitigation Program (PDM), and the Flood Mitigation Assistance Program (FMA).

Plumas County's planning process began with the organizational phase to establish a Hazard Mitigation Planning Committee (HMPC) comprised of key County representatives and other local, regional, state, and federal stakeholders. A detailed risk assessment was then conducted followed by the development of focused mitigation strategies.

Plumas County is vulnerable to numerous hazards that are identified, profiled, and analyzed in the LHMP Update. Wildfires, floods, and severe weather events (e.g., extreme heat, heavy rains and storms, high winds, and freeze) are the primary hazards that can have a significant impact on the County. Two new hazards of note profiled in the 2020 Update included pandemic and tree mortality.

The Draft LHMP was sent to the Governor's Office of Emergency Services (Cal OES) for review and comment on October 30, 2020. On November 16, 2020, Cal OES notified the County that the Update was found to have met all the regulatory requirements. The Update was then reviewed by FEMA and FEMA also determined the Plan in compliance. On January 6, 2021 the County received a letter from FEMA stating the Plan is eligible for final approval by FEMA pending its adoption by the Plumas County Board of Supervisors.

In parallel, Planning staff will be addressing Assembly Bill (AB) 2140 requirements to amend the County's General Plan Public Health & Safety Element with language incorporating by reference the LHMP. Becoming AB 2140 compliant qualifies the County for additional state funding up to 100% for Public Assistance projects that are funded through the California Disaster Assistance Act (CDAA). State funding is usually capped at 75%. Becoming AB 2140 compliant makes Plumas County eligible to receive up to 100% state funding for the local cost share.

Once adopted by the County Board of Supervisors and final approval by FEMA, the 2020 LHMP will be implemented by the County over a five year period (2020 – 2025).

*Plumas County Community Health Assessment (October 2020)*

The Plumas County Community Health Assessment (CHA) is the result of collaborative partnerships between the Plumas County Health Services Agency and many partnering agencies and community members. Beginning in the Fall of 2018, quantitative secondary data was collected from an array of well-established sources such as the California Department of Public Health (CDPH), Centers for Disease Control and Prevention (CDC), California Department of Finance, Office of Statewide Health Planning and Development (OSHPD), and many others. Qualitative data was also attained with specific outreach to under-represented, other hard to reach subpopulations. The result of these assessment methods were reviewed for their degree of commonality. Secondary health metric data was aligned with qualitative focus group and key informant interview data, such that those health factors with the greatest alignment became evident.

2020 General Plan Annual Progress Report  
County of Plumas

The health priority areas most substantially affecting the communities' health that emerged through this process are:

- Transportation
- Specialty Care
- Resource Identification, Access, and Navigation
- Activities that Promote Social Connections

In the pursuit of continuous monitoring, refreshing, and adding of data and data analysis between CHA cycles, PCPHA is developing a Rural Counties Community Health Assessment Toolkit. This toolkit will be piloted by PCPHA and community partners, and made available to other small, rural local health departments or health care facilities. The hope is that the strategies, tools, and templates made available, as part of this toolkit will allow other jurisdictions the ability to easily replicate a successful, continuous CHA process using limited resources.

One strategy presented in this toolkit involves curating the many ongoing assessments conducted by community partners as part of their agencies work, and consolidating them into an online dashboard / database accessible to the public via the Plumas County Public Health Agency website. Partnership with a variety of countywide organizations working with specific populations will provide information on a continuous basis.

This is a significant improvement to the ability to collect and make available primary data in Plumas County. Broad access to accurate, local data has been a challenge. Due to low population density, state and federal data sets often group Plumas County into a multi-county region in order to achieve statistical significance. This limits the ability to accurately assess local conditions.

*Plumas & Sierra Counties Plan to Address Homelessness (June 2020)*

The Plumas and Sierra County Behavioral Health Departments commissioned a Plan to Address Homelessness for the purpose of laying out a focused and practical strategy for addressing the issue of homelessness in Plumas and Sierra counties. The Plan builds upon the work of the Plumas-Sierra Counties Continuum of Care (CoC), which is the local housing and homelessness Advisory Board within the larger NorCal CoC. As contiguous counties within the northern Sierra Nevada mountain range that have a long history of service collaboration and the sharing of resources, this two-county Plan provides a joint response to homelessness, while at the same time describing the unique challenges and resources that each county brings to the issue.

The Plan is a threshold requirement of the State Housing and Community Development Department's (HCD) "No Place Like Home" (NPLH) Program. NPLH is a statewide funding program that will allocate funds to counties and housing developers for the development of permanent supportive housing that assists those who are homeless and living with a mental illness or co-occurring diagnosis. HCD requires that any county that receives NPLH funding must adopt a 10-year homelessness plan, that the plan incorporates some required data and topics, and that the county consults with proscribed groups to receive input. This Plan follows the HCD requirements in order to position both Plumas and Sierra counties for receiving NPLH funds.

Most importantly, the Plan addresses the unique challenges and needs of those who are homeless in Plumas and Sierra counties, which are geographically large, rural, frontier counties with limited resources. The Plan is therefore grounded in the reality of what consumers, family

2020 General Plan Annual Progress Report  
County of Plumas

caregivers, concerned citizens, governmental, and nonprofit stakeholders have identified as the most critical needs and feasible solutions to move individuals and families from being unhoused to becoming stably housed in Plumas and Sierra counties, and to prevent homelessness whenever possible, including situations where those with serious mental illness must leave their family home.

The key findings and themes which emerged during the community engagement as part of the development of this Plan can be summarized as follows:

- There is a tremendous need for safe, healthy rental housing for all income levels, with those households who are low-income (80% of Area Median Income), seniors and the disabled especially affected by the shortage.
- In order to address people's immediate safety needs, working to open winter shelter options is a necessity.
- The community must pursue strong and sustainable funding sources in order to provide services to those most in need. Funding is especially needed for staff and operations for local non-profits.
- There are limited options for vitally needed transportation services. Those without cars or the money to fuel them are hampered in accessing the medical, social and financial services they need to support and improve their lives.
- Community partners must work together to identify the key indicators which put families and individuals at risk of homelessness and strengthen collaboration and systems to help avoid homelessness to the greatest extent possible.
- The greater community must be engaged to understand the economic and social factors contributing to homelessness, the current gaps in housing supply and how affordable and supportive housing plays a key role in the greater health of the community.

*Plumas County Housing Study (June 2020)*

The purpose of the Plumas County Housing Study was to describe general housing market conditions and identify development opportunities in Plumas County. The description of the housing market begins with an overview of base market conditions, including geography and proximity to job centers, demographics, local economic indicators, and household characteristics. Local housing trends and issues are then analyzed, including housing characteristics, residential construction trends, for-sale market statistics, and rental market statistics. Based on an assessment of these data points, the study identifies housing needs and opportunities within the County.

Some of the key findings of the Study are summarized below:

- Plumas County's largest age cohort is 65 years old or older, with 4,988 residents in this category (27% of the total population).
- The foundation of Plumas County's economy is Local Government and Service Providing Industries. These industries are vulnerable to a decline in employment due to impacts of COVID-19.
- Two out of every three households earning less than \$35,000 pay 30% or more of household income on housing.

**2020 General Plan Annual Progress Report**  
**County of Plumas**

- The large majority of Plumas County households earn less than \$75,000 (66%) annually.
- Mobile homes is the second largest housing type in the County after single-family detached structures, at 14% of all residential structures. This is much higher than the statewide mobile home rate of 4%.
- There is a clear shortage of smaller units for small households, and an oversupply of larger units.
- Most likely due to COVID-19 impacts, a review of recent vacation home postings show that many of these homes are transitioning from weekly leases to lower priced and longer-term leases. This presents a potential opportunity to open up the rental market to more middle and lower income households by increasing the overall rental stock available to local residents.
- The County has four distinct rental markets, which include market rate, rent-restricted affordable, short-term vacation rentals, and mobile home and special occupancy parks.
- There are 2,388 homeowners in the County without a mortgage (39% of all homeowners). This statistic, as well as the high proportion of households that are smaller and have individuals over age 64, indicate that there is potential for a significant proportion of homeowners that prefer to sell their home to realize its equity and live in a low-maintenance apartment or small home.
- There is a significant shortfall of at least 2,199 units in the County that are affordable to low income households.

## **Planning and Building Services Staff**

### *Planning Department Staff*

In 2020, and presently, there are three (3) full-time staff members in the Plumas County Planning Department, including a Planning Director, Assistant Planning Director, and Associate Planner. In addition, the Planning Department funds one (1) half-time Fiscal Officer position. Unlike most California county planning departments, the Plumas County Planning Department does not currently have a dedicated clerical staffer supporting Planning Department counter and administrative functions. The Assistant Planning Director performs the role of Clerk for the Planning Commission, and the Department Fiscal Officer takes the meeting minutes of the Zoning Administrator hearings.

### *Geographic Information Systems Department Staff*

The Plumas County Geographic Information Systems (GIS) Department budgets for one (1) full-time GIS Coordinator position, which in 2020 was, and is presently, filled. The GIS Coordinator develops and maintains several GIS intra-maps for various County departments including Assessor, Building, Engineering, Environmental Health, Planning, Elections, Public Works, and Treasurer/Tax Collector. The GIS Coordinator also manages public-facing interactive maps that are available to the public through the Plumas County GIS webpage Map Portal such as a parcel query map, General Plan land use, zoning, supervisor districts, fire districts, voting precincts, population statistics, and more.

### *Building Department Staff*

The Plumas County Building Department staff in 2020 included one (1) Director/Building Official, one (1) Senior Permit Technician, one (1) Permit Technician, and one (1) Inspector. Presently, the Building Department employs one (1) Director/Building Official, one (1) Senior Permit Technician, one (1) Permit Technician, and two (2) Inspectors.

### *Code Enforcement Staff*

In 2020, and presently, the Plumas County Code Enforcement Department is made up of one (1) full-time Code Enforcement Officer. Code Enforcement is primarily a complaint-driven process. The County's Housing Element includes a program that commits the County to continue to use the Code Enforcement Department, as well as the Plumas County Sheriff's Office and Building Department staff, when needed, to ensure code compliance.

## **IV. General Plan and Zoning Amendments**

### **General Plan Amendments**

Two projects constituting one General Plan Amendment received recommendation for approval from the Planning Commission after November 2020 public hearings:

- ***GPA 7-18/19-01 Richard and Susan DeLano (The Brewing Lair):*** General Plan Amendment from Rural Residential to Commercial and rezone from R-10 (Rural) zoning to C-3 (Convenience Commercial) zoning.
- ***GPA 8-19/20-01 Rhonda and Alec Dieter:*** General Plan Amendment from Suburban Residential to Commercial and rezone from S-1 (Suburban) zoning to C-2 (Periphery Commercial) zoning.

### **Zoning Code Amendments**

Ordinance 2020-1129: Ordinance amending Plumas County Code Title 9, Chapter 2, Article 2 to add definitions of "Commercial Social Event, Limited" and "Commercial Social Event" and Articles 30 (Agricultural Preserve), and 31 (General Agriculture) to add "Commercial Social Event, Limited" as a use subject to the issuance of an Administrative Use permit and "Commercial Social Event" as a use subject to the issuance of a Special Use permit and to add Articles 6.3 (Administrative use permits) and 44 (Commercial Social Event, Limited) establishing processes, thresholds, and standards for the establishment of the new use(s).

### **Plumas County Code, Title 9, Planning and Zoning**

Following the adoption of the General Plan on December 17, 2013, an objective of the County was to update the Plumas County Code, Title 9 (Planning and Zoning) per direction provided in the implementation measures of the General Plan elements. At the Planning Commission meeting of December 15, 2016, the Commission selected a Title 9 (Planning and Zoning) update priority list to follow during the next year or several years.

2020 General Plan Annual Progress Report  
County of Plumas

The list of priorities, as established by the Commission in 2016, were as follows:

1. Local California Environmental Quality Act Guidelines (CEQA) update
2. Update Title 8 (Building Regulations), Chapter 17 (Flood) of the Plumas County Code re: Flood Plain Ordinance and applicable Title 9 (Planning and Zoning) sections
3. Update Title 9 (Planning and Zoning) of the Plumas County Code re: onsite wastewater treatment systems
4. Development of a Subdivision Ordinance
5. *Development of a Grading and Drainage Ordinance (INITIATED IN 2020, EXPECTED TO BE COMPLETED IN 2021)*
6. Solar Energy code development
7. Noise ordinance development
8. Child daycare facilities code update
9. Sign code update
10. *Second dwelling unit (now accessory dwelling unit) code update (COMPLETED 2019)  
(NOTE ADDITIONAL STATE LEGISLATION ADDRESSING ACCESSORY DWELLING UNITS APPROVED BY THE GOVERNOR IN 2019 AND 2020 TO BE ADDRESSED)*
11. *Drought Tolerant Landscape ordinance (i.e., MWELO) (COMPLETED 2019)*
12. *Chicken ordinance development (COMPLETED 2019)*
13. Department of Defense noise and compatibility code development
14. Dark sky lighting ordinance development
15. Surface Mining and Reclamation Act (SMARA) update
16. *State Responsibility Area (SRA) Fire Safe Regulations code update (COMPLETED 2018)  
(NOTE FUTURE CHANGES TO SRA FIRE SAFE REGULATIONS TO BE ADDRESSED)*
17. *Cellular Facilities ordinance (COMPLETED 2019)*
18. *General Plan Update Final EIR Implementation of Table 3-1 (COMPLETED 2019)*

## V. Conclusion

### General Plan Vision

The 2035 General Plan is the County's constitution and guiding vision. Upkeep and maintenance of the General Plan is a continuous process. The County implements the General Plan's Vision to *promote a healthy physical and aesthetic environment, a vital economy, and a supportive social climate that can accommodate the expected growth and change over the next 20 years* on a day-to-day basis and includes the public in the discretionary decision-making process. The County departments continue project review responsibilities to further the 2035 General Plan's goals, policies, programs, and implementation measures.

## **General Plan Element-by-Element Review**

Starting in November 2019, the Planning Commission tasked themselves with an element-by-element review of the 2035 General Plan to continue the objectives of documenting the County's implementation and discussing of the goals, policies, programs, and measures to identify potential timeframes for existing implementation and future amendments.

The Planning Commission—between November 2019 and March 2020—reviewed the goals, policies, and implementation measures in the Land Use Element and created a summary (Appendix D) that reflects the notes and suggested action outcomes of the implementation measure discussions. Further, the Planning Commission—between June 2020 and November 2020—reviewed the goals, policies, and implementation measures in the Economics Element and created a summary (Appendix E) that reflects the notes and suggested action outcomes of the implementation measure discussions. It should be noted that by no means does the review of the implementation measures by the Commission or the annotated notes in the summary documents change, in any way, the adopted 2035 General Plan Land Use implementation measures.

Review of the 2035 General Plan element-by-element by the Planning Commission is expected to continue into 2021 with the anticipated review of the Water Resources Element, Agriculture and Forestry Element, Noise Element, Housing Element, and Public Health and Safety Element. Future elements anticipated to be reviewed in 2022 include the Circulation Element and Conservation and Open Space Element.

## **Plumas County Code, Title 9 Review**

Public workshops for review of Plumas County Code, Title 9 (Planning and Zoning) code amendment recommendations by the Planning Commission and public hearings for adoption by the Board of Supervisors has continued during 2020 and is expected to continue into 2021; however, the list of Title 9 amendment priorities, as established by the Commission in 2016 and amended by unanimous Commission action in October of 2019, was not able to be addressed in 2020 due to other priorities directed by the Board of Supervisors (see Zoning Code Amendments in Section IV. General Plan and Zoning Amendments of this Report).

The top five (5) Planning staff priorities, as directed by the Planning Commission, remain and continue into 2021, as follows:

1. Surface Mining and Reclamation Act (SMARA) update
2. Update Title 8 (Building Regulations), Chapter 17 (Flood) of the Plumas County Code re: Flood Plain Ordinance and applicable Title 9 (Planning and Zoning) sections
3. Development of a Subdivision Ordinance
4. Noise ordinance development
5. Dark sky lighting ordinance development

The additional remaining Title 9 (Planning and Zoning) amendments continue to be tracked by Planning Department staff and will be addressed in the future as time and resources allow and/or should priorities change:

- Accessory dwelling units
- Local California Environmental Quality Act Guidelines (CEQA) update

2020 General Plan Annual Progress Report  
County of Plumas

- Update Title 9 (Planning and Zoning) of the Plumas County Code re: onsite wastewater treatment systems
- Solar energy code development
- Child daycare facilities code update
- Sign code update
- Department of Defense noise and compatibility code development
- Electrical vehicle charging stations (AB 1236)

In addition, the development of a countywide grading ordinance and drainage ordinance has been assumed by the Public Works Department, in association with other County departments, in 2020, with expected public input during Planning Commission workshops and Board of Supervisors public hearing in 2021.

**Appendix A:      California Government Code Section  
65400**

**GOVERNMENT CODE - GOV****TITLE 7. PLANNING AND LAND USE [65000 - 66499.58]**

*(Heading of Title 7 amended by Stats. 1974, Ch. 1536.)*

**DIVISION 1. PLANNING AND ZONING [65000 - 66301]**

*(Heading of Division 1 added by Stats. 1974, Ch. 1536.)*

**CHAPTER 3. Local Planning [65100 - 65763]**

*(Chapter 3 repealed and added by Stats. 1965, Ch. 1880.)*

**ARTICLE 7. Administration of General Plan [65400 - 65404]**

*(Article 7 added by Stats. 1965, Ch. 1880.)*

**65400.**

(a) After the legislative body has adopted all or part of a general plan, the planning agency shall do both of the following:

(1) Investigate and make recommendations to the legislative body regarding reasonable and practical means for implementing the general plan or element of the general plan, so that it will serve as an effective guide for orderly growth and development, preservation and conservation of open-space land and natural resources, and the efficient expenditure of public funds relating to the subjects addressed in the general plan.

(2) Provide by April 1 of each year an annual report to the legislative body, the Office of Planning and Research, and the Department of Housing and Community Development that includes all of the following:

(A) The status of the plan and progress in its implementation.

(B) The progress in meeting its share of regional housing needs determined pursuant to Section 65584 and local efforts to remove governmental constraints to the maintenance, improvement, and development of housing pursuant to paragraph (3) of subdivision (c) of Section 65583.

The housing element portion of the annual report, as required by this paragraph, shall be prepared through the use of standards, forms, and definitions adopted by the Department of Housing and Community Development. The department may review, adopt, amend, and repeal the standards, forms, or definitions, to implement this article. Any standards, forms, or definitions adopted to implement this article shall not be subject to Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2. Before and after adoption of the forms, the housing element portion of the annual report shall include a section that describes the actions taken by the local government towards completion of the programs and status of the local government's compliance with the deadlines in its housing element. That report shall be considered at an annual public meeting before the legislative body where members of the public shall be allowed to provide oral testimony and written comments.

The report may include the number of units that have been substantially rehabilitated, converted from nonaffordable to affordable by acquisition, and preserved consistent with the standards set forth in paragraph (2) of subdivision (c) of Section 65583.1. The report shall document how the units meet the standards set forth in that subdivision.

(C) The number of housing development applications received in the prior year.

(D) The number of units included in all development applications in the prior year.

(E) The number of units approved and disapproved in the prior year.

(F) The degree to which its approved general plan complies with the guidelines developed and adopted pursuant to Section 65040.2 and the date of the last revision to the general plan.

(G) A listing of sites rezoned to accommodate that portion of the city's or county's share of the regional housing need for each income level that could not be accommodated on sites identified in the inventory required by paragraph (1) of subdivision (c) of Section 65583 and Section 65584.09. The listing of sites shall also include any additional sites that may have been required to be identified by Section 65863.

(H) The number of net new units of housing, including both rental housing and for-sale housing and any units that the County of Napa or the City of Napa may report pursuant to an agreement entered into pursuant to Section 65584.08, that have been issued a completed entitlement, a building permit, or a certificate of occupancy, thus far in the housing element cycle, and the income category, by area median income category, that each unit of housing satisfies. That production report shall, for each income category described in this subparagraph, distinguish between the number of rental housing units and the number of for-sale units that satisfy each income category. The production report shall include, for each entitlement, building permit, or certificate of occupancy, a unique site identifier that must include the assessor's parcel number, but may include street address, or other identifiers.

(I) The number of applications submitted pursuant to subdivision (a) of Section 65913.4, the location and the total number of developments approved pursuant to subdivision (b) of Section 65913.4, the total number of building permits issued pursuant to subdivision (b) of Section 65913.4, the total number of units including both rental housing and for-sale housing by area median income category constructed using the process provided for in subdivision (b) of Section 65913.4.

(J) If the city or county has received funding pursuant to the Local Government Planning Support Grants Program (Chapter 3.1 (commencing with Section 50515) of Part 2 of Division 31 of the Health and Safety Code), the information required pursuant to subdivision (a) of Section 50515.04 of the Health and Safety Code.

(K) The Department of Housing and Community Development shall post a report submitted pursuant to this paragraph on its internet website within a reasonable time of receiving the report.

(b) If a court finds, upon a motion to that effect, that a city, county, or city and county failed to submit, within 60 days of the deadline established in this section, the housing element portion of the report required pursuant to subparagraph (B) of paragraph (2) of subdivision (a) that substantially complies with the requirements of this section, the court shall issue an order or judgment compelling compliance with this section within 60 days. If the city, county, or city and county fails to comply with the court's order within 60 days, the plaintiff or petitioner may move for sanctions, and the court may, upon that motion, grant appropriate sanctions. The court shall retain jurisdiction to ensure that its order or judgment is carried out. If the court determines that its order or judgment is not carried out within 60 days, the court may issue further orders as provided by law to ensure that the purposes and policies of this section are fulfilled. This subdivision applies to proceedings initiated on or after the first day of October following the adoption of forms and definitions by the Department of Housing and Community Development pursuant to paragraph (2) of subdivision (a), but no sooner than six months following that adoption.

*(Amended by Stats. 2019, Ch. 844, Sec. 1. (SB 235) Effective January 1, 2020.)*

**Appendix B:      Housing Unit Change Form,  
California Department of Finance**

# HOUSING UNIT CHANGE FORM

Date of Estimate: 1/1/2021

PLEASE READ ATTACHED INSTRUCTIONS. RETURN BY January 22, 2021.  
 Demographic Research Unit, Department of Finance, 915 L Street, Sacramento, CA 95814, Fax (916) 327-0222, Telephone (916) 323-4086.

City/Town: **Quincy**

County: **Plumas**

Please check the method you reported on this survey for newly constructed units:

Housing units completed between 4/1/20-12/31/20 based on Final Inspections, Certificates of Occupancy, Completion Certificates or Utility Releases.

Or

If you can only report building permits issued, you MUST adjust the building permits to estimate completions using a different time frame:

Single unit permits issued: 10/1/19 – 3/31/20; Multiple unit permits issued: 4/1/19 – 12/31/19.

SECTION I. HOUSING UNITS GAINED	SINGLE-FAMILY			MULTI-FAMILY				Total Housing Units	How many of the total units reported (left) were of the following types:				
	Detached Units	Attached Units	Mobile Homes	2, 3, or 4 -plex		5 or More			Total Affordable Units	Detached Accessory Dwelling Units	Attached Accessory Dwelling Units	Total Accessory Dwelling Units	
				Structures	Units	Structures	Units						
1. Newly Constructed Units	27		2					29		1			
2. Converted Units Gained	1								1				
3. Non-Permitted Units Gained									0				

SECTION II. HOUSING UNITS LOST											
From April 1, 2020 through December 31, 2020											
1. Demolition, fire or natural disaster	1							1			
2. Converted Units Lost								0			
3. Non-Permitted Units Lost								0			

### SECTION III. ANNEXATIONS AND DETACHMENTS

For Cities Only. Attach additional sheets if necessary.

From April 1, 2020 through December 31, 2020

AFCO #	Annexation Short Titles & Effective Date	SINGLE-FAMILY			MULTI-FAMILY				TOTAL UNITS
		Detached Units	Attached Units	Mobile Homes	2, 3, or 4 -plex	5 or More	Structures	Units	
									0
									0
									0

### SECTION IV. CIVILIAN GROUP QUARTERS CHANGE

From April 1, 2020 through December 31, 2020

Facility Name, Address, Zip Code, & Telephone Number	DATE OF STATUS CHANGE					PERMANENT RESIDENTS	
	Annexed	Detached	Opened	Closed	Changed	4/1/2020	12/31/2020

Reported by: **Carolyn Vickers**

Department: **Plumas County Building Department**

Title: **Permit Technician**

Address: **555 Main Street**

City: **Quincy**

Zip Code: **95971**

E-mail Address: **carolynvickers@countyooplumas.com**

Telephone: **(530) 283-7011**

FAX: **(530) 283-6134**

**Appendix C: Annual Housing Element Progress Report, California Department of Housing and Community Development**

Table A  
Housing Development Applications Submitted

Project ID#*	Address	Project Name*	Unit Types	Date Application Submitted	Proposed Units - Affordability by Household Income*								Total Approved Units by Project	Total Disapproved Units by Project	Examining	Notes	
					1	2	3	4	5	6	7	8	9				
<b>Summary: Prior Year Data Entry Status</b>																	
120-120-023	234 Genesee Road		10MPO	SFD	0	1/7/2020								1	1		No
110-292-052	141 Greattree Drive		10-417	MH	0	1/27/2020								1	1		No
102-071-007	1250 Pineside Drive		10-185	SFD	0	2/26/2020								1	1		No
115-083-050	501 Edwards		10-770	ADU	0	3/10/2020								1	1		No
100-320-018	301 Wagon Road		10MPO	SFD	0	2/1/2020								1	1		No
005-240-025	41511 Wanda Ranch Road		10-860	SFD	0	2/19/2020								1	1		No
106-281-020	4400 Highway 14T		10-480	SFD	0	2/27/2020								1	1		No
115-087-007	305 Jackson Street		10-449	SFD	0	2/21/2020								1	1		No
108-305-006	116 Silver Pine Drive		10-450	SFD	0	2/20/2020								1	1		No
131-190-011	1842 Arrendale Street		10-544	SFD	0	2/23/2020								1	1		No
102-481-003	151 Leman Lane		10-448	SFD	0	2/12/2020								1	1		No
105-473-017	1080 Timber Ridge Road		10-860	SFD	0	2/13/2020								1	1		No
128-161-017	1054 Gravity Road		10-490	SFD	0	2/16/2020								1	1		No
108-280-016	218 Quarry Lane		10-874	SFD	0	2/23/2020								1	1		No
101-210-002	1625 Promised Road		10-365	MH	0	2/23/2020								1	1		No
102-500-021	145 Tamarack Drive		20-154	SFD	0	2/8/2020								1	1		No
003-495-020	785 Shady Ridge - Green Valley Ranch		10-349	SFD	0	2/25/2020								1	1		No
131-080-018	3029 23rd Street		10-948	ADU	0	2/17/2020								1	1		No
102-322-010	501 Pineside Drive		10-364	SFD	0	2/28/2020								1	1		No
102-320-005	604 Pineside Drive		10-100	SFD	0	2/12/2020								1	1		No
103-340-006	625 Redden Lane Road		20-155	SFD	0	2/29/2020								1	1		No
125-021-008	10 Ponderosa Drive		10-860	SFD	0	2/24/2020								1	1		No
103-330-022	20 Fox Trail		10-1004	SFD	0	2/10/2020								1	1		No
128-490-020	517 Cedar Ravine Road		20-243	SFD	0	2/28/2020								1	1		No
110-162-014	105 Canyon Drive		20-281	SFD	0	2/10/2020								1	1		No
117-148-022	401 Meadow Lane		20-270	SFD	0	2/14/2020								1	1		No
100-246-000	6000 Highway 14T		20-254	SFD	0	2/25/2020								1	1		No
005-500-004	7000 Green Canyon		10-473	SFD	0	2/13/2020								1	1		No
133-354-012	72 Forest Heights		20-775	SFD	0	2/24/2020								1	1		No
114-552-020	2047 Capitol Street		20-422	SFD	0	2/9/2020								1	1		No
001-515-015	3835 W. Alpine Drive		20-402	SFD	0	2/7/2020								1	1		No
011-200-019	9749 Greater Winter Valley Road		10-953	SFD	0	2/17/2020								1	1		No
010-130-023	4477 Pineside Lane Road		10-483	MH	0	2/10/2020								1	1		No
102-027-004	1416 Pineside Drive		20-400	SFD	0	2/12/2020								1	1		No
106-214-025	3865 Highway 14T		10-127	SFD	0	2/10/2020								1	1		No
117-180-077	770 Quincy La Perle Road		20-580	MH	0	2/10/2020								1	1		No
103-231-010	300 Mainz Creek		20-709	SFD	0	2/10/2020								1	1		No
124-290-028	100 Dual View Circle		10-450	SFD	0	2/19/2020								1	1		No
109-350-009	30 Fremont Lane		10-453	SFD	0	2/11/2020								1	1		No
100-021-006	221 Meadow Avenue		20-781	SFD	0	2/12/2020								1	1		No
010-610-003	3301 Meadowlawn Road		20-773	SFD	0	2/16/2020								1	1		No
102-321-016	7-3 Whipple Road		10-483	SFD	0	2/17/2020								1	1		No
102-211-011	374 Quarry Lane		20-641	SFD	0	2/11/2020								1	1		No
101-260-005	1300 Green Street		20-465	SFD	0	2/11/2020								1	1		No
100-251-004	311 S 303 Meadow Drive		20-441	SFD	0	2/11/2020								1	1		No

Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units															
Project Monitor			Unit Types		Affordability by Household Income - Completed Entitlement										
Plan Area*	Current MPA	Street Address	Project Name*	Actual Entitlement (Permit #)	Unit Category (SF/FT²/Type) SF=SF/FT²=Type SF=SF/FT²=Type	Units Entitled or Permits	Very Low- Income Qualified	Very Low- Income, Non- Qualified	Low-Income Qualified	Low-Income Non-Qualified	Medium- Income, Non- Qualified	Medium- Income, Non- Qualified	Entitlement Date Approved	Unit Type Awarded	
125-120-023	2018 Cypress Reed		18-80	SFD	0								0	1/7/2020	
115-292-034	4419 Graciosa Drive		18-817	MH	0								0	1/7/2020	
103-073-037	12941 Paseo de Oros		18-818	SFD	0								0	2/26/2020	
116-091-066	540 Edwards		18-870	AOU	0					1			0	3/10/2020	
100-430-018	3811 Wagon Wheel		18-823	SFD	0								1	3/11/2020	
006-240-020	41521 Warm Ranch Road		18-808	SFD	0								1	3/16/2020	
106-283-020	5540 Highway 147		18-824	SFD	0								1	3/24/2020	
118-077-007	2444 Jackson Street		20-48	SFD	0						1		0	3/27/2020	
103-275-026	115 Silver Pine Drive		18-809	SFD	0								0	3/28/2020	
131-90-019	4842 Mariposa Lane		18-811	SFD	0								0	3/29/2020	
102-481-020	3511 Lillian Way		18-819	SFD	0								0	3/31/2020	
107-232-012	1205 Timber Ridge Road		18-807	SFD	0								0	4/13/2020	
128-251-027	2664 Crystal Road		18-100	SFD	0						1		0	5/18/2020	
106-290-018	274 Cherry Loop		18-874	SFD	0								0	5/7/2020	
030-215-002	15254 Project Hawk		18-890	MH	0						0		0	5/20/2020	
103-400-011	1451 Mariposa Drive		20-154	SFD	0								0	5/26/2020	
006-483-021	105 Old Little Green Valley Road		18-248	SFD	0						1		0	6/28/2020	
131-490-015	2002 23rd Street		18-468	AOU	0				0				0	4/10/2020	
102-823-010	904 Paseo de Oros		18-834	SFD	0						1		0	4/29/2020	
102-382-026	926 Mineral Drive		18-1079	SFD	0								0	4/16/2020	
139-240-020	623 Royal Lane Road		20-163	SFD	0								0	4/26/2020	
128-031-026	18 Paseo de Oros		18-283	SFD	0								0	7/23/2020	
103-380-023	26 Fox Trail		18-1034	SFD	0								0	4/27/2020	
129-342-012	517 Cedar Runne Road		20-143	SFD	0								0	4/28/2020	
116-372-024	161 Chayut Street		20-249	SFD	0								0	4/29/2020	
117-118-023	401 Valencia Lane		20-275	SFD	0								0	5/15/2020	
106-289-027	1488 Highway 147		20-264	SFD	0								0	7/20/2020	
029-800-014	7888 Sonoma Court		18-273	SFD	0								0	3/13/2020	
134-365-020	217 West Heights		20-235	SFD	0								0	4/28/2020	
116-340-029	2012 Cheyenne Street		20-122	SFD	0								0	4/29/2020	
001-410-015	3225 W. Alvarado Drive		20-472	SFD	0								0	5/7/2020	
011-200-010	3748 Chester Valley Road		18-463	SFD	0						0		0	5/17/2020	
010-195-013	447 Pritchett Lane Road		18-482	MH	0								0	5/20/2020	
102-823-014	1415 Pechanga Drive		20-403	SFD	0								0	5/18/2020	
106-215-003	3490 Highway 147		18-127	SFD	0								0	10/15/2020	
117-185-027	779 Quarry La Pinta Road		20-249	MH	0								0	10/15/2020	
128-214-011	209 Merle Drive		20-138	SFD	0								0	10/20/2020	
123-290-025	148 Oak View Drive		18-430	SFD	0								0	11/19/2020	
103-358-002	411 Providence Lane		18-461	SFD	0								0	11/19/2020	
102-255-020	2311 Nolana Avenue		20-761	SFD	0								0	11/20/2020	
015-510-002	32018 Madeline Road		20-770	SFD	0								0	11/20/2020	
103-311-016	7137 Alfhale Road		18-482	SFD	0								0	12/7/2020	
108-211-018	374 Cherry Loop		20-441	SFD	0								0	12/17/2020	
113-295-001	146 Great Spirit		20-444	SFD	0								0	12/18/2020	
108-211-004	211 S. 13th Mountain Drive		20-461	SFD	0								0	12/19/2020	

Софтуерните компоненти са използвани за



Jurisdiction	Plumas County - Unincorporated	
Reporting Year	2020	(Jan. 1 - Dec. 31)

**ANNUAL ELEMENT PROGRESS REPORT**  
**Housing Element Implementation**  
(CCR Title 25 §8202)

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.  
Please contact HCD if your data is different than the material supplied here

**Table B**

**Regional Housing Needs Allocation Progress**  
**Permitted Units Issued by Affordability**

		1	2						3	4	
Income Level		RHNA Allocation by Income Level	2019	2020	2021	2022	2023	2024		Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	1									1
	Non-Deed Restricted										
Low	Deed Restricted	1		1	2						3
	Non-Deed Restricted										
Moderate	Deed Restricted		12	13							25
	Non-Deed Restricted										
Above Moderate		2	30	30							60
Total RHNA		4									88
Total Units			43	45							1

Note: units serving extremely low-income households are included in the very low-income permitted units totals

Cells in grey contain auto-calculation formulas

Jurisdiction	Unincorporated
Reporting Year	2020 (Jan 1 - Dec 31)

**ANNUAL ELEMENT PROGRESS REPORT  
Housing Element Implementation  
(CCR Title 25 §6202)**

Note: "+" indicates an optional field

Table C

Sites Identified or Rezoned to Accommodate Shortfall Housing Need

## ANNUAL ELEMENT PROGRESS REPORT

### Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction	Plumas County - Unincorporated	
Reporting Year	2020	(Jan. 1 - Dec. 31)

Table D

#### Program Implementation Status pursuant to GC Section 65583

##### Housing Programs Progress Report

Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.

1	2	3	4
Name of Program	Objective	Timeline in H.E	Status of Program Implementation
Monitor Vacant and Underutilized Sites Inventory	The County will maintain and update an inventory of vacant and underutilized sites that are designated for residential uses. As part of its annual review of progress in implementing the Housing Element, the County will update the inventory, if necessary, to maintain an adequate supply of land consistent with California Government Code Section 65583 and to identify additional areas that may be suitable for higher-density residential development to ensure that a sufficient supply of land is available to achieve the County's RHNA and quantified objectives for moderate and lower-income households. As the Plumas Local Agency Formation Commission (LACCo) reviews the municipal services provided within the County by the special districts, incorporate the information on services and infrastructure capacity into the inventory analysis.	Annual	As part of the 2019-2024 Housing Element update for Plumas County, adopted on October 15, 2019, the inventory of vacant and underutilized sites was updated. The vacant and underutilized sites inventory is monitored annually and updated as necessary.
Inclusionary Housing Program.	The County, in cooperation with the Plumas County Community Development Commission, will explore the adoption of a local inclusionary housing program. Inclusionary zoning ordinances require developers to include a certain percentage of rental or for-sale units that are affordable to lower-income households as a condition of development.	Explore options of an ordinance by the end of 2020; and if determined to be feasible, adopt an ordinance by the end of 2021.	No inclusionary zoning has been established.
Affordable Housing Trust Fund	The County, in cooperation with the Plumas County Community Development Commission, will assess the feasibility and, if feasible, develop an Affordable Housing Trust Fund to be used for the development of affordable housing in the County.	Assess the feasibility by 2021, and if determined to be feasible, develop by the end of 2022.	No Affordable Housing Trust Fund has been established.
Development Review and Processing Procedures	The County will continually seek to improve development review and procedures to minimize the time and/or cost required for review and project approval.	Annually, starting in June 2020.	As of June 2020, the County annually reviews development review and procedures to minimize the time and/or cost for the review and approval of a project, as well as annually reviews the Plumas County Planning and Building Services Fee Schedule. As an ongoing basis to improve development review and procedures, the Planning Department continually strives to streamline the processing and approval of projects.
Building, Planning, and Zoning Codes	As new California codes are adopted, the County will review Title 8 (Building Regulations) and Title 9 (Planning and Zoning) of the Plumas County Code of Ordinances for current compliance and adopt the necessary revisions so as to further local development objectives.	As new codes are adopted by the state.	Plumas County Planning and Building Services continually monitors newly adopted California codes to ensure compliance with California codes and further local development.

Camping Time Limit	Amend Section 9-2.405 (Camping) of the Plumas County Code to remove the camping limitation on private lands (non-camp ground use) of 120 days in a calendar year to provide for alternative affordable housing opportunities for those that need it, for example, caregivers or property owners that desire to remain on the property while under construction of a dwelling.	Amend by 2020	The amendment to Sec.9-2.405 of Plumas County Code has not occurred. However, the Plumas County Zoning Code permits by right in residential zones, one dwelling unit, one guest house (accessory dwelling units in Single-Family and Multiple-Family Residential Zones); and one additional detached dwelling unit on any parcel twice or more the minimum lot area. Additionally, Plumas County Code includes a provision for temporary occupancy, which permits the use of a recreational vehicle, manufactured home, or other building while a permitted building is being constructed, with a maximum occupation time of 18 months (six months for the installation of a permitted manufactured home).
Provide Assistance for Persons with Developmental Disabilities	The County will work with the Far Northern Regional Center to implement an outreach program that informs families in the County about housing and services available for persons with developmental disabilities. This outreach program will also include outreach to potential developers of affordable housing.	Develop an outreach program within one year of adopting the Housing Element and implement the program within six months after it is developed.	No outreach program has been established or implemented
Reasonable Accommodation and Housing for Persons with Disabilities	The County will adopt a written procedure to make reasonable accommodations (i.e., modifications or exceptions) in its zoning ordinance and other land use regulations and practices when such accommodations may be necessary to afford persons with disabilities, and other special needs, an equal opportunity to use and enjoy a dwelling. The County will also address financial incentives for home developers who address SB 520 (Chesbro, 2001) accessibility issues for persons with disabilities in new construction and retrofitting existing homes. Lastly, the County will review and revise, as necessary, its Zoning Ordinance to ensure the County's definition of "Family" is consistent with federal and state fair housing laws and is not a constraint on the development of housing for persons with disabilities.	Update the Zoning Ordinance by 2021	An ordinance has not yet been completed or adopted.
Transitional and Supportive Housing and Navigation Centers	Review and revise, as necessary, the Plumas County Zoning Ordinance to define and consider transitional and supportive housing a residential use permitted by right in all zones that permit residential uses, subject to only those restrictions that apply to residential uses of the same type in the same zone. In addition, the County will amend the Zoning Ordinance to allow Low Barrier Navigation Centers pursuant to Government Code Section 65660 – 65668 (AB 101, Weiner, 2019).	Update the Zoning Ordinance by 2021	No ordinance has been completed or adopted to update the Zoning Ordinance. However, the Plumas County Zoning Code contains many by right non-discretionary processes that apply to transitional housing and supportive housing throughout the County
Accessory Dwelling Units	Accessory dwelling units (ADU), or second units, can be an affordable housing option and can help meet the needs of many residents. To ensure consistency with state law concerning ADUs (AB 1866 [Wright, 2002], AB 2299 [Bloom, 2016], and SB 1069 [Wieckowski, 2016]), the County will review and revise, as necessary, its Zoning Ordinance to facilitate the development of ADUs.	Update the Zoning Ordinance by 2019.	The Zoning Ordinance was updated in October 2019 to accommodate accessory dwelling units in Single-Family Residential and Multiple-Family Residential zones. Accessory dwelling units in the Single-Family and Multiple-Family Residential zones are a use permitted by right

Density Bonus Program	<p>State law requires that the County allow more dwellings to be built than the existing development standards allow if a developer agrees to make a certain number of dwellings available to the target income category (e.g., very low, low, and/or moderate income). This provision in state law is commonly referred to as a density bonus provision. The County should actively encourage developers to utilize the density bonus provision and develop affordable housing by providing information about the program at the Planning Department counter, on the County's website, and at applicant pre-application meetings.</p>	<p>Update the Zoning Ordinance by 2021; ongoing as projects are processed through the Planning Department.</p>	<p>No ordinance has been completed or adopted. The program will be implemented, where applicable, to development projects as projects are processed through the Planning Department.</p>
First-Time Homebuyer Program	<p>The Plumas County Community Development Commission will develop a First-Time Homebuyer Program to provide down payment assistance and closing cost assistance to low-income first-time homebuyers. Once developed, the County will refer interested households to the Plumas County Community Development Commission.</p>	<p>Develop program by 2021; then refer interested households to the Plumas County Community Development Commission as they approach the County.</p>	<p>The Plumas County Community Development Commission will create the program and will provide this program once created. The program has not, at this time, been established.</p>
Preserve Assisted Units	<p>To ensure that assisted affordable housing remains affordable, the Plumas County Community Development Commission, in cooperation with the County, will monitor the status of all affordable housing projects and, as their funding sources near expiration, will work with owners and other agencies to consider options to preserve such units. The County and Plumas County Community Development Commission, as appropriate, will also provide technical support to property owners and tenants regarding proper procedures relating to noticing and options for preservation.</p>	<p>Ongoing, as projects approach expiration.</p>	<p>The Plumas County Community Development Commission fulfills this program, in cooperation with the County, as projects approach expiration.</p>
Rehabilitation Program	<p>The Plumas County Community Development Commission, in cooperation with the County, will pursue grant opportunities to reinstate a Housing Rehabilitation Program in the County that provides down payment assistance and rehabilitation services to very low- and low-income households. The Plumas County Community Development Commission, with assistance from the County as appropriate, will promote the availability of funding and resources through public outreach and collaboration with nonprofits, local realtors, lenders, and escrow companies.</p>	<p>Continue to apply annually for various types of grant funding as NOFAs are released.</p>	<p>On an annual basis, the Plumas County Community Development Commission, in cooperation with the County, actively seeks grant opportunities to provide assistance and services to low and very low income households.</p>

Code Enforcement	<p>The County's Code Enforcement Officer handles code enforcement issues on a complaint-driven basis and deals with a variety of issues, including property maintenance, abandoned vehicles, and housing conditions. Complaints are investigated through an established code enforcement process. An Investigative Service Request Form or Complaint Form is mandatory before a complaint is accepted for investigation. The complaint form can be submitted by mail, email, walk-in, or fax. The County will continue to use the Code Enforcement Department, as well as the Plumas County Sheriff's Office and Building Department staff, when needed, to ensure compliance.</p>	Ongoing, as complaints received	<p>The County continually, as complaints are received, uses the Code Enforcement Department, Sheriff's Office, and Building Department staff to ensure compliance with Plumas County Code.</p>
Fair Housing	<p>The County will continue to refer persons experiencing discrimination in housing to the Plumas County Community Development Commission who is the local contact and referral agency. The County and the Plumas County Community Development Commission will cooperate with neighboring jurisdictions, nonprofits, and local organizations that sponsor workshops on fair housing laws and how those who are victims of discrimination can address grievances. Provide notice and educational materials on fair housing rights and equal housing opportunity to residents of Plumas County through the Plumas County Community Development Commission's housing programs and Housing Choice Voucher Program (Section 8) applications. Continue to distribute fair housing information and instructions on how to file a discrimination complaint through resources on the Plumas County Community Development Commission's website at <a href="http://www.plumascdc.org/">http://www.plumascdc.org/</a> and through posters and brochures available at the Plumas County Community Development Commission, County Planning Department counter, Plumas County Library branches, and PCIRC's Quincy Wellness &amp; Family Resource Center and the Portola Family Resource Center.</p>	Ongoing, as complaints are received	<p>The Plumas County Development Commission provides this service. The County continues to refer people experiencing discrimination in housing to the Plumas County Community Development Commission</p>
Title 24 Energy Efficiency Standards	<p>The County will continue to enforce Title 24 of the California Building Code on all development.</p>	Ongoing	<p>The Building Department reviews and enforces Title 24 Energy Efficiency Standards on all applicable building permits.</p>
Energy Efficiency Programs	<p>The County will work with utility providers (e.g., Liberty Energy, Plumas-Sierra Rural Electric Cooperative, and PG&amp;E) and the Plumas County Community Development Commission to encourage existing income qualifying residents to participate in energy efficiency retrofit programs such as the Low Income Weatherization Program, Low Income Home Energy Assistance Program (HEAP), and Winter Rate Assistance Program (WRAP). The Plumas County Community Development Commission will consider sponsoring an energy awareness program in conjunction with utility providers in Plumas County to educate residents about the benefits of various retrofit programs.</p>	Ongoing	<p>The County, Plumas County Community Development Commission, and utility providers, such as PG&amp;E, encourage residents on an ongoing basis about energy efficiency retrofit programs. The Plumas County Community Development Commission provides readily accessible energy efficiency program information on their website for Plumas County residents.</p>

Housing Condition Survey	The County, in cooperation with the Plumas County Community Development Commission, will conduct a housing condition survey to identify areas of housing deterioration and dilapidation to determine the number of housing units in the unincorporated Plumas County area that are in need of rehabilitation or replacement.	Within the planning period	No housing condition survey has been conducted.
Employee Housing	The Plumas County Zoning Ordinance permits employee housing, meaning dwelling units or manufactured homes, by right, in the County's two agricultural zones; Agricultural Preserve (AP) and General Agriculture (GA). To comply with California Health and Safety Code Sections 17021.5 and 17021.6 the County will review and revise, as necessary, its Zoning Ordinance to ensure employee housing cannot be deemed a use that implies that the employee housing is an activity that differs in any other way from an agricultural use, and the permitted occupancy and definition of employee housing in an agricultural zone must include agricultural employees who do not work on the property where the employee housing is located.	Update the Zoning Ordinance by 2020	No update to the Zoning Ordinance has been developed or adopted.
Housing for Lower Income and Extremely Low-Income Households	The County will proactively encourage and facilitate the development of affordable housing for lower income households through actions such as providing regulatory incentives, reducing or waiving development fees, and outreach to nonprofits and affordable housing developers to assist in the application for state and federal funding sources. In addition, the Plumas County Community Development Commission, in collaboration with the County, will explore the feasibility of preserving and rehabilitating existing older (structurally sound) motels in Plumas County suitable for single-room occupancy (SRO) units.	Bi-annual review and outreach and assess the feasibility of SRO units by 2021; and if determined to be feasible, apply annually thereafter for various types of grant funding as NOFAs are released	The County encourages the development of affordable housing for lower income households and plans to actively seek housing developers for the development of affordable housing.
Emergency Shelter Development	The County will amend the Zoning Ordinance to allow emergency shelters as a permitted use in the Multiple-Family Residential (M-R) zone without a conditional use permit or other discretionary review. Emergency shelters will not be subject to additional development standards, processing, or regulatory requirements beyond what applies to residential development in the M-R zone. In addition, the County will evaluate adopting development and managerial standards that are consistent with California Government Code Section 65583(a)(4).	Update the Zoning Ordinance by 2019	The Zoning Ordinance was updated in October 2019 to accommodate emergency shelters in the Multiple-Family Residential zone (M-R). Emergency shelters in the M-R zone are a use permitted by right and does not require discretionary review.

Housing Choice Voucher Program	<p>The Plumas County Community Development Commission, in cooperation with the County, will continue to manage the Housing Choice Voucher Program (Section 8) for Plumas, Lassen, Sierra, and Tehama counties to assist eligible tenants by paying a portion of the rent to a landlord for a privately leased unit.</p> <p>Promote the Housing Choice Voucher Program and distribute program information through resources on the Plumas County Community Development Commission website at <a href="http://www.plumascdc.org/">http://www.plumascdc.org/</a> and through posters and brochures available at the Plumas County Community Development Commission, County Planning Department counter, and Plumas County Library branches.</p>	Ongoing, and resolution as needed	The Plumas County Community Development Commission provides this service (Section 8).
Water and Sewer Infrastructure	In cooperation with special districts, the Plumas County Community Development Commission will continue to seek funding for water and sewer infrastructure repairs, upgrades, and new facilities.	Continue to apply as NOFAs are released	The Plumas County Community Development Commission provides this service.
Community Development Block Grant Funding	The County will support the Plumas County Community Development Commission when applying for Community Development Block Grant (CDBG) program funding.	Ongoing, as NOFAs are released	The Plumas County Community Development Commission fulfills this program and the County provides support to the Plumas County Community Development Commission as opportunities arise.
Mobile Home Parks	The County, in coordination with HCD, will review and evaluate the housing conditions of tenants of mobile home parks and identify strategies to address the needs, as appropriate, including seeking technical assistance and financial resources from HCD.	Review, annually	The Plumas County Housing Element was updated at the end of 2019; therefore, no review and evaluation has been conducted for mobile home parks in Plumas County.

<b>Jurisdiction</b>	Unincorporated
<b>Reporting Period</b>	2020 (Jan. 1 - Dec. 31)

**ANNUAL ELEMENT PROGRESS REPORT**  
**Housing Element Implementation**  
(CCR Title 25 §6202)

Note: "+" indicates an optional field  
Cells in grey contain auto-calculation formulas

Table E

Jurisdiction	Unincorporated	
Reporting Period	2020	(Jan. 1 - Dec. 31)

**ANNUAL ELEMENT PROGRESS REPORT**  
**Housing Element Implementation**  
(CCR Title 25 §6202)

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table F

**Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)**

Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.

Activity Type	Units that Do Not Count Towards RHNA* Listed for Informational Purposes Only				Units that Count Towards RHNA*				The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1*
	Extremely Low-Income*	Very Low-Income*	Low-Income*	TOTAL UNITS*	Extremely Low-Income*	Very Low-Income*	Low-Income*	TOTAL UNITS*	
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Residential Units									
Mobilehome Park Preservation									
Total Units by Income									

Jurisdiction	Unincorporated	
Reporting Period	2020	(Jan. 1 - Dec. 31)

**NOTE: This table must only be filled out if the housing element sites inventory contains a site which is or was owned by the reporting jurisdiction, and has been sold, leased, or otherwise disposed of during the reporting year.**

Note: "+" indicates an optional field  
Cells in grey contain auto-calculation formulas

**ANNUAL ELEMENT PROGRESS REPORT  
Housing Element Implementation  
(CCR Title 25 §6202)**

**Table G**

**Locally Owned Lands Included in the Housing Element Sites Inventory that have been sold, leased, or otherwise disposed of**

Project Identifier						
1	2	3	4			
APN	Street Address	Project Name <sup>+</sup>	Local Jurisdiction Tracking ID <sup>+</sup>	Realistic Capacity Identified in the Housing Element	Entity to whom the site transferred	Intended Use for Site
Summary Row: Start Data Entry Below						

Jurisdiction	Plumas County - Unincorporated		
Reporting Period	2020	(Jan. 1 - Dec. 31)	

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

**ANNUAL ELEMENT PROGRESS REPORT**  
**Housing Element Implementation**  
(CCR Title 25 §6202)

**Table H**

**Locally Owned Surplus Sites**

Parcel Identifier				Designation	Size	Notes
1	2	3	4	5	6	7
APN	Street Address/Intersection	Existing Use	Number of Units	Surplus Designation	Parcel Size (in acres)	Notes
Summary Row: Start Data Entry Below						

<b>Jurisdiction</b>	as County - Unincorporated	
<b>Reporting Year</b>	2020	(Jan. 1 - Dec. 31)

<b>Building Permits Issued by Affordability Summary</b>		
<b>Income Level</b>	<b>Current Year</b>	
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	2
Moderate	Deed Restricted	0
	Non-Deed Restricted	13
Above Moderate		30
<b>Total Units</b>		<b>45</b>

Note: Units serving extremely low-income households are included in the very low-income permitted units totals

<b>Housing Applications Summary</b>	
Total Housing Applications Submitted:	45
Number of Proposed Units in All Applications Received:	45
Total Housing Units Approved:	0
Total Housing Units Disapproved:	0

<b>Use of SB 35 Streamlining Provisions</b>	
Number of Applications for Streamlining	0
Number of Streamlining Applications Approved	0
Total Developments Approved with Streamlining	0
Total Units Constructed with Streamlining	0

<b>Units Constructed - SB 35 Streamlining Permits</b>			
<b>Income</b>	<b>Rental</b>	<b>Ownership</b>	<b>Total</b>
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

Jurisdiction	Orange County - Unincorporated
Reporting Year	2020 (Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT  
 Local Early Action Planning (LEAP) Reporting  
 (CCR Title 25 56202)

Please update the status of the proposed uses listed in the entity's application for funding and the corresponding impact on housing within the region or jurisdiction, as applicable, categorized based on the eligible uses specified in Section 50515.02 or 50515.03, as applicable.

Total Award Amount	\$	Total award amount is auto-populated based on amounts entered in rows 15-26
Task	\$ Amount Awarded	\$ Cumulative Reimbursement Requested

Summary of entitlements, building permits, and certificates of occupancy (auto-populated from Table A2)

Completed Entitlement Issued by Affordability Summary		
Income Level	Current Year	
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	1
	Non-Deed Restricted	2
Moderate	Deed Restricted	0
	Non-Deed Restricted	13
Above Moderate		30
Total Units		45

Building Permits Issued by Affordability Summary

Income Level	Current Year	
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	2
Moderate	Deed Restricted	0
	Non-Deed Restricted	13
Above Moderate		30
Total Units		45

Certificate of Occupancy Issued by Affordability Summary

Income Level	Current Year	
Very Low	Deed Restricted	5
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	6
Moderate	Deed Restricted	0
	Non-Deed Restricted	3
Above Moderate		1
Total Units		4

**Appendix D: 2035 GENERAL PLAN  
LAND USE ELEMENT  
IMPLEMENTATION MEASURES  
SUMMARY OF PLANNING  
COMMISSION REVIEW**

## 2035 GENERAL PLAN LAND USE ELEMENT IMPLEMENTATION MEASURES SUMMARY OF PLANNING COMMISSION REVIEW

The following table documents the implementation measures included in the 2035 General Plan Land Use Element. The Planning Commission—between November 2019 and March 2020—reviewed the goals, policies, and implementation measures and this summary reflects the notes and suggested action outcomes (*red italic text*) of the implementation measure discussions. By no means does the review of the implementation measures by the Commission or the annotated notes in this document change, in any way, the adopted 2035 General Plan Land Use implementation measures.

Land Use Element Implementation Measure	Implements what Policy	Who is Responsible	2015-2020	2020-2030	On-Going
1. Encourage all new residential development projects to be located within or adjacent to mapped Planning Areas where basic infrastructure, services, and adequate response times for such services as water, wastewater disposal, utilities, fire protection, police and emergency medical, and commercial services typical for the planning area type, exist or require that the project provide its own internal infrastructure and services that are bonded for long term maintenance.	1.1.1	Planning			<i>X</i> <i>with development applications</i>
2. Establish a (G/S) database which identifies vacant and underutilized parcels ( <i>primarily residential [include review of Housing Element vacant land inventory], commercial, and industrial</i> ) within existing developed areas. Make this information available to the public ( <i>Include on County's G/S based web portal</i> ). The permitting process shall be streamlined ( <i>define</i> ) for projects meeting in-fill goals ( <i>define</i> ).	1.1.2	Planning			<i>X</i> <i>GIS to establish database; review permit process</i>
3. a. In areas where adequate water, sewer and fire protection and emergency medical services exist or can be made available and community character will not be affected ( <i>stated criteria</i> ), identify suitable locations ( <i>community/parcel based</i> ) to designate ( <i>existing zoning and/or rezone</i> ) to accommodate higher density residential use ( <i>include review of Housing Element vacant land inventory</i> ).	1.1.3	Planning, Board of Supervisors			<i>X</i> <i>discuss areas for higher density residential with BOS, as needed</i>

**2035 GENERAL PLAN LAND USE ELEMENT IMPLEMENTATION MEASURES**  
**SUMMARY OF PLANNING COMMISSION REVIEW**

Land Use Element Implementation Measure	Implements what Policy	Who is Responsible	2015-2020	2020-2030	On-Going
<p>b. Encourage (<i>discuss how</i>) the use of clustering of residential or non-agricultural land uses away from agriculturally-sensitive areas to minimize impact to agricultural operations, whenever possible. Consider (<i>discuss</i>) amending existing zoning and subdivision regulations to allow for a reduction of minimum lot sizes when cluster subdivisions are used to minimize impacts on adjacent agricultural uses and/or sensitive environmental areas, and where environmental conditions allow. Consider (<i>discuss</i>) developing a density bonus (see also <i>Housing Element program</i>) or TDR programs that support the stated intent. Consider (<i>discuss</i>) developing a TDR program that includes Agriculture Preserve, Agriculture &amp; Grazing and Timber Resource Lands as sending parcels.</p>				X Consider	X Encourage
<p>4. a. Update the Zoning Code (<i>workshops with Planning Commission</i>) to ensure that areas designated for agricultural uses both limit and allow uses that directly relate to agricultural production, support agriculture or compliment agricultural uses and landscapes, such as farm stays, hunting and fishing clubs and other uses compatible with agriculture.</p>	1.1.4	Planning, Board of Supervisors	X completed code update (2019) to include AG processing for the benefit of onsite AG production	X Proposed update to code (2020) to include commercial social events as a compatible use in AG zones	X Continue to review for possible code updates
<p>b. Minimum lot size requirements for previously existing legal lots do not apply. Existing lawful non-conforming lots (<i>in all zoning districts</i>) will be permitted to develop at a density of at least one dwelling unit per legal lot, provided all life safety-related Land Development, Environmental Health, and Building standards can be met.</p>					X with development applications

**2035 GENERAL PLAN LAND USE ELEMENT IMPLEMENTATION MEASURES**  
**SUMMARY OF PLANNING COMMISSION REVIEW**

Land Use Element Implementation Measure	Implements what Policy	Who is Responsible	2015-2020	2020-2030	On-Going
c. Adopt policies, standards ( <i>Zoning Code amendment</i> ), and guidelines ( <i>consideration document</i> ) supporting the implementation of an agricultural buffer setback outlining specifics of the setback ( <i>determine</i> ), including special circumstances for variations in distance and permitted uses within the setback ( <i>determine</i> ).				<i>X</i> initiate discussions with AG Commissioner	
d. Adopt policies that address building site clustering with creation of permanent open space, restriction of building area on lots that will support building construction, or other means which are consistent with the protection of natural resources and environmental characteristics of the site ( <i>discuss criteria</i> ). Open space created through clustering shall be assured of permanent maintenance as open space by mechanisms ( <i>research</i> ) such as, but not limited to, dedication, permanent easement, irrevocable trust, deed restrictions, or other mechanism assuring its permanent status.				<i>X</i> discuss policy direction with BOS	
5. The County and the City through a joint planning effort ( <i>collaborate</i> ) may map and develop Community Plans that address future development opportunities and the criteria to be applied ( <i>develop</i> ) to the review of development opportunities.	1.1.5	Board of Supervisors, City of Portola		<i>X</i> may collaborate with City of Portola	
6. a. Within the City's Sphere of Influence, discretionary development projects shall first be referred to the City for possible annexation. If the City does not choose to annex, the City's review and comments shall be considered by the County in processing the discretionary development project.	1.3.1	Board of Supervisors, City of Portola, Plumas LACCO, Planning		<i>X</i> with development applications	
b. Should the Plumas Local Agency Formation establish an Area of Concern or interest to the City, applications for discretionary land use projects shall be referred to the City for review and comment.				<i>X</i> with development applications	

**2035 GENERAL PLAN LAND USE ELEMENT IMPLEMENTATION MEASURES**  
**SUMMARY OF PLANNING COMMISSION REVIEW**

Land Use Element Implementation Measure	Implements what Policy	Who is Responsible	2015-2020	2020-2030	On-Going
7. Amend the zoning ordinance ( <i>workshop with Planning Commission</i> ), including, but not limited to, special use permit and variance provisions, to establish discretionary review of all proposed development projects within the MOAs ( <i>military and operational considerations</i> ).	1.4.1	Planning		X <i>initiate consultation with military to discuss process</i>	
8. Require the use of existing infrastructure for all new development. If existing infrastructure is not available or adequate, require new development to pay its reasonable fair-share towards the construction or expansion of infrastructure for roads, water, sewer, drainage and other infrastructure necessary for the completion of the development.	1.5.1	Planning			X <i>with development applications</i>
9. Identify existing water, sewer, drainage, public safety services, and roadway facilities and infrastructure, whether private or public, and include this information on the County's Geographic Information Services database making this information readily available for public ( <i>include on County's GIS based web portal</i> ) and/or private inquiries. Use this information to develop a land use pattern that maximizes the use of existing infrastructure ( <i>future infill growth areas</i> ).	1.5.2	Planning, GIS, Special Districts		X <i>GIS task, collaborate with special districts for data</i>	
10. Require new developments located in an area not currently served by an organized fire or emergency services provider to be annexed into an existing fire district or establish a funding mechanism appropriate to cover costs associated with the provision of such services at a service level appropriate for the size and scale of the development. Establishment of a funding mechanism may be waived when adequate alternative service levels are provided to the satisfaction of the service district or provider.	1.5.3	Planning			X <i>with development applications</i>

**2035 GENERAL PLAN LAND USE ELEMENT IMPLEMENTATION MEASURES**  
**SUMMARY OF PLANNING COMMISSION REVIEW**

Land Use Element Implementation Measure	Implements what Policy	Who is Responsible	2015-2020	2020-2030	On-Going
11. a. Update the Zoning Code ( <i>workshop with Planning Commission</i> ) to be consistent with General Plan land use designations allowing for a variety of commercial and industrial uses adjacent to, and/or within, Town and Community areas.	1.6.1	Planning		X <i>commercial and industrial land use and zoning</i>	
b. Support efforts to improve access ( <i>define what this means</i> ) to public infrastructure ( <i>determine how</i> ) to facilitate the efficient economic development of commercial and industrial properties.				X <i>tie to 11a</i>	
12. Amend the Zoning Code ( <i>completed</i> ) to allow limited convenience commercial services in Rural Places and Master Planned Communities or in other small residential areas upon approval of a Special Use Permit, Planned Development Permit or administrative review ( <i>determine</i> ) to ensure compliance with existing approvals.	1.6.2	Planning		X <i>may determine administrative review process</i>	
13. Investigate funding opportunities ( <i>research</i> ) and development agreements ( <i>research</i> ), which will provide for access improvements usable by industrial and commercial uses.	1.6.3	Planning		X <i>tie to 11b</i>	
14. a. Ensure that the policies and development standards of the County Zoning Ordinance and similar regulatory documents ( <i>review</i> ) are consistent with the adopted Airport Land Use Compatibility Plans regarding noise mitigation, land use restrictions, building height, lighting, and other site development standards, by the establishment of an Airport Combining Zone or an Airport Overlay Zone ( <i>to be completed</i> ).	1.6.4	Planning, Airport Land Use Commission		X <i>consistency review of land uses adjacent to airports with ALUCPs; establish combining or overlay zone</i>	
b. Adopt the Airport Land Use Compatibility Plans as part of the General Plan by reference.				X <i>completed</i>	

**2035 GENERAL PLAN LAND USE ELEMENT IMPLEMENTATION MEASURES**  
**SUMMARY OF PLANNING COMMISSION REVIEW**

Land Use Element Implementation Measure	Implements what Policy	Who is Responsible	2015-2020	2020-2030	On-Going
15. a. Analyze (workshop with Planning Commission), and where necessary, amend the zoning map (G/S) to be consistent with the planning area designations (range of residential densities); Town, Community, Rural Places, Master Planned Communities.	1.7.1	Planning		X assessment to be completed, tie to 15b	
b. Initiate necessary and appropriate zoning code and zoning map (G/S) amendments (workshop with Planning Commission) to ensure zoning consistency between Land Use and Zoning designations.				X addressed in General Plan EIR, need for consistency	
16. Incorporate (how) within the Land Use and Zoning Map (G/S) appropriate (define what is large-scale, maybe by employees) industrial and commercial uses within proximity to residential uses to minimize travel times and trip lengths (VMT implication).	1.8.1	Planning		X GIS task, inventory and query sites	
17. Undertake necessary and appropriate (determine) zoning code and zoning map (G/S) changes (workshop with Planning Commission) to promote and encourage small-scale (define, maybe by employees) business and industrial land use growth.	1.8.2	Planning		X GIS task, inventory and query sites	
18. Undertake necessary and appropriate zoning code and zoning map changes (workshops with Planning Commission) to promote and encourage the appropriate location for cellular tower facilities and other communication technology infrastructure within the County, utilizing such measures as co-location.	1.9.1	Planning		X completed telecom code update (2019)	
19. The County will make the necessary and appropriate (determine) zoning code and zoning map changes (workshop with Planning Commission) to promote and encourage the appropriate renewable energy resources and transmission corridors in the County's Zoning Code. The County will assist (how) stakeholders in resolving generation and transmission siting issues.	1.10.1	Planning		X solar to be addressed with zoning code update	X hydropower in code, wind turbines in code

**2035 GENERAL PLAN LAND USE ELEMENT IMPLEMENTATION MEASURES  
SUMMARY OF PLANNING COMMISSION REVIEW**

Land Use Element Implementation Measure	Implements what Policy	Who is Responsible	2015-2020	2020-2030	On-Going
20. The County (staff) shall coordinate with the military experts to site renewable energy facilities in a manner that does not significantly impact military necessities. The County will give due consideration to issues including, but not limited to: light and glare, heat generation, smoke, dust, equipment testing and operation, personnel training and flight operations. The County (staff) will facilitate collaboration between stakeholders to ensure balanced and compatible land use priorities.	1.10.2	Planning			X <i>with development applications</i>
21. The County shall charter the Plumas County Coordination Council to be the forum responsible for the coordination of planning efforts between the County and other local (public and private), state and federal land managers.	1.4.1 1.4.2	Board of Supervisors		X <i>review the "other local land managers" component</i>	X <i>see BOS Resolution No. 08-7514 focuses on state and federal agencies</i>

**Appendix E: 2035 GENERAL PLAN  
ECONOMICS ELEMENT  
IMPLEMENTATION MEASURES  
SUMMARY OF PLANNING  
COMMISSION REVIEW**

## 2035 GENERAL PLAN ECONOMICS ELEMENT IMPLEMENTATION MEASURES SUMMARY OF PLANNING COMMISSION REVIEW

The following table documents the implementation measures included in the 2035 General Plan Economics Element. The Planning Commission—between June 2020 and November 2020—reviewed the goals, policies, and implementation measures and this summary reflects the notes and suggested action outcomes (*red italic text*) of the implementation measure discussions. By no means does the review of the implementation measures by the Commission or the annotated notes in this document change, in any way, the adopted 2035 General Plan Economics Element implementation measures.

Economics Element Implementation Measure	Implements what Policy	Who is Responsible	2015-2020	2020-2030	On-Going
1. a. The County shall consider ( <i>discuss</i> ) the establishment of an economic advisory body ( <i>formation needed</i> ) to assist in the development of an economic development strategy ( <i>prepare</i> ) and workforce. Such a body should be appointed by the Board of Supervisors and should include representatives of key sectors, including but not limited to local business, forestry and timber products, energy, tourism, agriculture, banking and finance, health services and education. In addition, the County should seek participation ( <i>discuss at Plumas County Coordinating Council</i> ) from the United States Forest Service.	5.1.2	Board of Supervisors		X <i>Consider</i>	
b. The County shall manage ( <i>discuss</i> ) the preparation and regular updates of an economic development strategy ( <i>once developed</i> ) that will guide the overall development of Plumas County as a competitive location for existing businesses to remain and expand and for attracting new businesses, consistent with the General Plan vision. The County may prepare ( <i>determine</i> ) the economic development strategy itself with guidance from the economic advisory body or may delegate this responsibility to local economic development service providers ( <i>define/who</i> ) for adoption by the County with review and input by the economic advisory body.		County Economic Development Services Provider		X <i>Manage</i>	

**2035 GENERAL PLAN ECONOMICS ELEMENT IMPLEMENTATION MEASURES**  
**SUMMARY OF PLANNING COMMISSION REVIEW**

<b>Economics Element Implementation Measure</b>	<b>Implements what Policy</b>	<b>Who is Responsible</b>	<b>2015-2020</b>	<b>2020-2030</b>	<b>On-Going</b>
2. When requested, and as County resources allow ( <i>staff time</i> ), the County shall work with existing or prospective businesses in industries targeted by the County's economic development strategy ( <i>to be determined</i> ) to secure financial assistance from such sources as Community Development Block Grants, Economic Development Administration or United States Department of Agriculture Rural Development.	5.1.3	County Economic Development Services Provider			X when requested and as resources allow
3. The County shall include designated mineral resource areas in Plumas County land-use maps (G/S) and protect these sites from encroachment.	5.1.4	Planning		X completed	
4. a. The County shall consider ( <i>discuss</i> ) designating a County staff person or third party economic development organization ( <i>determine</i> ) to collect and disseminate information ( <i>how</i> ) to existing and prospective businesses regarding demographics, labor-force characteristics, availability of sites, including both buildings and land able to be developed, with appropriate zoning and infrastructure, transportation, and services, and other factors relevant to business location and expansion decisions ( <i>criteria</i> ), in collaboration with the City of Portola, County Chambers of Commerce and local property owners and real estate representatives ( <i>coordination</i> ).  b. As part of an overall economic development strategy ( <i>see Implementation Measure #1</i> ), the County shall work with local partners to develop and implement an ongoing proactive business-retention program ( <i>prepare</i> ) to support existing businesses and foster their expansion. As part of the business retention program, establish a business outreach program ( <i>prepare</i> ) aimed at enhancing communication between existing businesses and the County, which could include convening business roundtable meetings for sharing information and concerns.	5.1.6  5.1.7	County Economic Development Services Provider		X consider	
					X with overall Economic Development Strategy

**2035 GENERAL PLAN ECONOMICS ELEMENT IMPLEMENTATION MEASURES**  
**SUMMARY OF PLANNING COMMISSION REVIEW**

Economics Element Implementation Measure	Implements what Policy	Who is Responsible	2015-2020	2020-2030	On-Going
<p>The meetings should include representation from government and businesses and should provide a forum for any local business to share concerns.</p> <p>c. See policies and implementation programs in Agriculture and Forestry Elements, regarding ongoing support for these industries (noted).</p> <p>d. As part of the larger economic development strategy (see <i>Implementation Measure #1</i>), the County shall consider (discuss) the establishment of a "local foods" initiative (coordinate with <i>Plumas-Sierra Community Food Council, Plumas-Sierra County Agricultural Commissioner, and County Environmental Health</i>) that will help to increase the supply of locally grown food. Elements of the initiative may include ensuring that existing policies facilitate greenhouse development on agricultural lands; expanding farmers market operations, working with local farmers to determine methods of extending the season, expanding number of vendors, increasing the days per week and considering other locations in the County; making it easier for farmers to establish farm stands for direct sales on agricultural property (review <i>Plumas County Code</i>) and supporting programs that promote and assist in the identification and marketing of local products, including outreach (coordinate) to the newspaper, Chambers of Commerce, businesses and any others seeking to improve the environment to foster an effective local foods initiative.</p>		<i>X</i> with overall Economic Development Strategy			

**2035 GENERAL PLAN ECONOMICS ELEMENT IMPLEMENTATION MEASURES**  
**SUMMARY OF PLANNING COMMISSION REVIEW**

<b>Economics Element Implementation Measure</b>	<b>Implements what Policy</b>	<b>Who is Responsible</b>	<b>2015-2020</b>	<b>2020-2030</b>	<b>On-Going</b>
<p>5. a. The County shall disseminate information on available sites (<i>GIS exercise</i>). See Implementation Measure 5.1.6, above.</p> <p>b. The County shall ensure adequate land (<i>zoning</i>) supply (<i>GIS exercise</i>). See Policy 5.1.6 above.</p> <p>c. The County shall strive to support efforts of local economic development service providers (<i>determine</i>) to coordinate in conducting outreach and assistance (<i>staff time</i>) to prospective new businesses.</p> <p>d. The County shall encourage and support efforts to foster new economic activity in conjunction with established industry (<i>discuss</i>), such as linking forestry to renewable fuels production or leveraging the value of Plumas County's "watershed services" to downstream users in order to support local watershed maintenance and enhancement activities.</p> <p>e. The County shall conduct and disseminate economic research (<i>prepare</i>) relating to emerging markets, innovations and opportunities in which the County may have a competitive advantage (<i>e.g., timber, recreation, lodges, hospitality</i>).</p> <p>f. The County shall consider (<i>discuss</i>) targeting Internet marketing, web design, video production and entertainment media firms for business-attraction efforts.</p> <p>g. The County shall encourage businesses and research (<i>how</i>) that support sustainability and contribute to the emerging "green" economy, including agricultural and timber forestry enterprises.</p>	5.1.8	County Economic Development Services Provider		X <i>with overall Economic Development Strategy</i>	X <i>provide information</i>

**2035 GENERAL PLAN ECONOMICS ELEMENT IMPLEMENTATION MEASURES**  
**SUMMARY OF PLANNING COMMISSION REVIEW**

<b>Economics Element Implementation Measure</b>	<b>Implements what Policy</b>	<b>Who is Responsible</b>	<b>2015-2020</b>	<b>2020-2030</b>	<b>On-Going</b>
<p>h. The County shall support appropriate home businesses, "cottage" industries (<i>review Plumas County Code</i>), telecommuting and telepresence to link local businesses to the larger global economy and reduce fuel consumption.</p> <p>i. The County shall encourage public/private partnerships (<i>identify</i>) to market Plumas County as a business location.</p>					
<p>6. a. To the extent possible (<i>determine funding source</i>), the County shall prioritize development of basic public infrastructure for tourism, such as public restrooms and public gathering places.</p> <p>b. The County shall encourage tourism development (<i>work with Chambers, use website Explore Plumas County</i>) that emphasizes protection and enhancement of the natural scenic beauty of Plumas County.</p> <p>c. The County shall encourage and support lodging and food service facilities (<i>determine how</i>) to support recreation and cultural and historic events and activities, including lodging and food facilities to support eco-tourism and agritourism needs, guest ranch facilities, campgrounds, bed and breakfasts, and event and business lodging.</p>	5.2.2	<p>Public Works</p> <p>County Economic Development Services Provider</p>		<p>X <i>review Public Works capital improvement program</i></p> <p>X <i>collaboration</i></p>	
<p>7. a. To the extent possible, the County shall support (<i>work with Chambers, Sierra Small Business Development Center, use website Explore Plumas County</i>) public/private tourism industry marketing efforts.</p> <p>b. The County shall support (<i>determine how</i>) the efforts of private and non-profit and other groups to increase local spending through tourism and "shop local" campaigns. See Policy 5.6.8.</p>	5.2.2	<p>County Economic Development Services Provider</p>		<p>X <i>with overall Economic Development Strategy</i></p>	<p>X <i>provide information</i></p>

**2035 GENERAL PLAN ECONOMICS ELEMENT IMPLEMENTATION MEASURES**  
**SUMMARY OF PLANNING COMMISSION REVIEW**

Economics Element Implementation Measure	Implements what Policy	Who is Responsible	2015-2020	2020-2030	On-Going
<p>c. The County shall support Scenic Byways, Bucks Lake Wilderness area and other designated recreational areas on the National Forests (<i>discuss during Plumas County Coordination Council</i>) to further the promotion of tourism in the County.</p>					
<p>8. a. The County shall support (<i>how</i>) the development of recreational events and activities that attract visitors on a year-round basis, including but not limited to, athletic events and outdoor activities.</p> <p>b. The County shall encourage destination recreation and tourism through projects on private lands (<i>work with Chambers</i>). On public lands, coordinate efforts with Federal and State agencies (<i>discuss during Plumas County Coordination Council</i>). Some examples of activities are:</p> <ul style="list-style-type: none"> <li>• Promoting motorcycle tourism, fishing, boating, golf, destination education facilities, viewing fall colors, ice fishing, and other outdoor activities during the four seasons</li> <li>• Developing snowmobile staging areas with parking and restrooms open in winter</li> <li>• Developing snowmobile trail network maps/web site</li> <li>• Establishing routes, an overnight hut system, parking and trailhead facilities, etc. for back-country ski touring/snowshoeing</li> <li>• Developing destination mountain biking and whitewater rafting/kayaking destinations within the County; including provision of parking and river put-in/takeout facilities</li> <li>• Developing guidebooks for mountain routes, etc.</li> <li>• Installing "Share the Road-Bicycles" signs to support organized bike rides and events and independent cycle touring as visitor activities</li> </ul>	5.2.3	County Economic Development Services Provider	X with overall Economic Development Strategy	X provide information	X provide information

**2035 GENERAL PLAN ECONOMICS ELEMENT IMPLEMENTATION MEASURES**  
**SUMMARY OF PLANNING COMMISSION REVIEW**

Economics Element Implementation Measure	Implements what Policy	Who is Responsible	2015-2020	2020-2030	On-Going
<ul style="list-style-type: none"> <li>Establishing bicycle touring routes and the pursuit of funding to widen shoulders to safe widths for cyclists on those routes</li> <li>Promoting agritourism and the development of specialty agricultural products.</li> <li>Promoting winter sports, destination hunting, fishing, and wildlife viewing.</li> <li>Coordinating the marketing message promoting recreational resources and the availability of lodging and food services to accommodate visitors.</li> </ul>					
<p>9. a. As part of an overall economic development strategy (see <i>Implementation Measure #1</i>), the County shall incorporate measures to encourage the development of the literary, performing and visual arts (<i>work with stakeholders</i>) through programs and facilities which will support tourism and otherwise contribute to the retention and creation of job opportunities.</p>	5.2.4	County Economic Development Services Provider			<p style="text-align: center;">X</p> <p><i>with overall Economic Development Strategy</i></p>
<p>b. The County shall support development of cultural tourism attractions based on the interpretation of the County's history, including collaboration with local groups on projects relating to local Native American culture and history, and other historic themes such as mining, logging and railroads (<i>identify stakeholders</i>).</p>					<p style="text-align: center;">X</p> <p><i>provide information</i></p>
<p>c. The County shall, where feasible (<i>staff resources</i>), identify (<i>prepare list of stakeholders</i>) and support local groups in the performing and visual arts.</p>					
<p>d. The County shall establish and implement a standardized permitting process and requirements to facilitate concerts (<i>complete</i>), festivals and other large visitor-attracting events while considering potential negative impacts on the surrounding community.</p>					<p style="text-align: center;">X</p> <p><i>item d. Outdoor Festival Permit process</i></p>

**2035 GENERAL PLAN ECONOMICS ELEMENT IMPLEMENTATION MEASURES**  
**SUMMARY OF PLANNING COMMISSION REVIEW**

<b>Economics Element Implementation Measure</b>	<b>Implements what Policy</b>	<b>Who is Responsible</b>	<b>2015-2020</b>	<b>2020-2030</b>	<b>On-Going</b>
e. The County shall encourage ( <i>determine how</i> ) protection, maintenance and restoration of historic facilities, structures, including barns, and venues used for cultural and art activities.					
10. The County shall consider ( <i>discuss</i> ) strategic use of County assets, such as property, buildings, structures and rights-of-way to be used in partnership with service providers to expand broadband and other new technology networks ( <i>County Administrator assistance</i> ).	5.3.2	Board of Supervisors		X <i>with overall Economic Development Strategy</i>	
11. As part of an overall economic development strategy (see <i>Implementation Measure #1</i> ), the County shall inventory ( <i>GIS</i> ) and assess the County's existing assets for economic development and develop an action plan ( <i>prepare</i> ) to maintain, improve, expand and re-use them for the benefit of economic development. Such an inventory could include ( <i>work with County departments including Facility Services, Public Works, Planning, GIS</i> ):  <ul style="list-style-type: none"> <li>• Plumas County's three airports</li> <li>• Old mine sites</li> <li>• Abandoned mill sites and other key opportunity sites</li> <li>• Railroad lines and spurs</li> <li>• Power transmission infrastructure and other infrastructure</li> <li>• Support services and facilities, such as produce processing facilities, animal-processing facilities and dairies</li> <li>• Natural resources</li> </ul>	5.3.3	County Economic Development Services Provider		X <i>with overall Economic Development Strategy</i>	

**2035 GENERAL PLAN ECONOMICS ELEMENT IMPLEMENTATION MEASURES**  
**SUMMARY OF PLANNING COMMISSION REVIEW**

<b>Economics Element Implementation Measure</b>	<b>Implements what Policy</b>	<b>Who is Responsible</b>	<b>2015-2020</b>	<b>2020-2030</b>	<b>On-Going</b>
12. a. The County will support the location of a satellite campus for Feather River College ( <i>coordinate</i> ) within the County and will also explore incentives and marketing programs ( <i>work with economic development entities, County Administrator</i> ) to attract an accredited four-year college or university to the County.  b. The County shall encourage ( <i>coordinate</i> ) Feather River Community College and the public school system ( <i>Plumas Unified School District</i> ) to develop and offer courses that will help local residents develop skills that will position them for jobs in Plumas County's emerging industries.  c. The County shall encourage collaboration between the public education system, non-profits and private sectors to promote education, vocational training, professional development, workforce development and lifelong learning in the workforce ( <i>work with stakeholders including Alliance for Workforce Development</i> ).	5.4.1	County Economic Development Services Provider			X <i>support</i>
13. a. As part of an overall economic development strategy (see <i>Implementation Measure #1</i> ), the County shall strive to support economic development programs that promote and seek funding for workforce development and housing and provide technical and financial assistance, including capital, technical expertise, and training, to businesses starting up and expanding ( <i>work with County Administrator and refer to Sierra Small Business Development Center</i> ).  b. The County shall promote job training by coordinating with local non-profits, Feather River College, private sectors and agencies in placing unemployed residents, including youth, in appropriate skill-enhancement programs ( <i>work with stakeholders including Alliance for Workforce Development</i> ).	5.4.2	County Economic Development Services Provider		X <i>with overall Economic Development Strategy</i>	X <i>coordination</i>

**2035 GENERAL PLAN ECONOMICS ELEMENT IMPLEMENTATION MEASURES**  
**SUMMARY OF PLANNING COMMISSION REVIEW**

Economics Element Implementation Measure	Implements what Policy	Who is Responsible	2015-2020	2020-2030	On-Going
<p>c. The County shall strive to facilitate networking among local entrepreneurs and potential mentors (<i>example, SCORE – Senior Core of Retired Executive with business experience and CAMEO – California Microbusiness Entrepreneurs Organization</i>) by working with local business organizations to establish a Plumas County entrepreneur's and potential mentor's forum (<i>discuss</i>) involving a speaker's series that would serve as a venue to attract entrepreneurs and potential mentors. The purpose of the forum would be for networking and to begin building a database of local entrepreneurs and potential mentors and their interests and resources, which can be used to help match fledgling businesses with mentors and resources to support their success.</p>					
<p>14. a. The County will continue its outreach to local residents (<i>work with stakeholders including Alliance for Workforce Development</i>) in filling vacant positions within County departments and agencies.</p> <p>b. When considering any outsourcing of services to private enterprise, the County shall incorporate a preference (<i>include in job postings</i>) for local firms, when financially feasible.</p>	5.4.3	County Human Resources			X <i>as positions become available</i>
<p>15. a. The County shall implement a program that increases the efficiency of the development review process (<i>some actions compete, others to do</i>), which may include amending the Zoning Code to streamline review of minor projects with minimal environmental impacts that enhance the County's economic base on sites suitable for commercial and industrial uses.</p>	5.5.1	Planning	X <i>amended Code to include ministerial Administrative Use Permit process</i>	X <i>prepare Zoning Clearance Certificate</i>	

**2035 GENERAL PLAN ECONOMICS ELEMENT IMPLEMENTATION MEASURES**  
**SUMMARY OF PLANNING COMMISSION REVIEW**

<b>Economics Element Implementation Measure</b>	<b>Implements what Policy</b>	<b>Who is Responsible</b>	<b>2015-2020</b>	<b>2020-2030</b>	<b>On-Going</b>
b. The County shall facilitate build-out of digital infrastructure by amending the Zoning Code as necessary to facilitate the installation of digital communications infrastructure for businesses and industry ( <i>Telecommunications Code</i> ), including expanded availability of broadband service options for home businesses.			X <i>Code includes ministerial Site Development Review process</i>	X <i>review and revised Zoning Code as needed</i>	
c. The County shall support efforts, including revisions to the Zoning Code to improve signage ( <i>Sign Code</i> ), displays and mapping for downtowns ( <i>example gateway signage</i> ).					
d. The County shall review parking in existing communities and explore solutions to identified parking problems ( <i>generally not an issue</i> ).					
e. The County shall modify the Zoning Code to facilitate commercial, industrial and/or mixed-use projects at sites near transit stops ( <i>GIS identify locations</i> ).					
f. The County shall support efforts of local economic development service providers to coordinate and identify ways that local regulations and procedures could be improved in order to better support business within the County ( <i>work with County Administrator and refer to Sierra Small Business Development Center</i> ).					
16. The County shall consider ( <i>discuss</i> ) using the existing Modifications and Planned Development Permit process as a means of modifying development standards, reducing or waiving impact fee requirements, expediting permit processing, and providing other types of incentives in order to encourage transit-oriented development.	5.6.1	Planning		X <i>review potential TOD incentives</i>	

**2035 GENERAL PLAN ECONOMICS ELEMENT IMPLEMENTATION MEASURES**  
**SUMMARY OF PLANNING COMMISSION REVIEW**

Economics Element Implementation Measure	Implements what Policy	Who is Responsible	2015-2020	2020-2030	On-Going
17. The County shall consider ( <i>discuss</i> ) using the existing Modifications and Planned Development Permit process as a means of modifying development standards, reducing or waiving impact fee requirements, expediting permit processing, and providing other types of incentives in order to encourage infill development.	5.6.2	Planning		X <i>review potential TOD incentives</i>	
18. The County shall provide mixed-use zoning ( <i>currently in place with C-1 Core Commercial zone allowing residential on 1<sup>st</sup> and 2<sup>nd</sup> floors, offices, and retail uses</i> ) in downtown and community core areas to allow a mix of housing, retail, offices, entertainment and public/civic uses.	5.6.3	Planning			X
19. The County shall encourage preparation of Specific Plans or master plans and master environmental assessments ( <i>coordination with applicants</i> ) for industrial parks in order to streamline the subsequent development process.	5.6.4	Planning			X <i>based on project applications</i>
20. The County shall coordinate ( <i>determine how</i> ) with local businesses and Chambers of Commerce to create "buy local" campaigns to build local residents' awareness of the options for and benefits of shopping locally.	5.6.8	County Economic Development Services Provider			X <i>with campaigns</i>
21. The County shall support and implement Policies and Implementation Measures in the Housing Element that are designed to increase the supply of affordable housing within County, including providing adequate sites zoned ( <i>see Appendix A, vacant sites inventory in Housing Element</i> ) to accommodate anticipated affordable-housing needs and Policies and Implementation Measures that call for the provision of incentives or other forms of assistance or public/private partnerships to develop and maintain affordable housing.	5.6.7 5.6.10	Planning		X <i>2019-2024 Housing Element implementation</i>	

**2035 GENERAL PLAN ECONOMICS ELEMENT IMPLEMENTATION MEASURES**  
**SUMMARY OF PLANNING COMMISSION REVIEW**

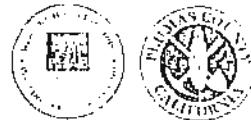
<b>Economics Element Implementation Measure</b>	<b>Implements what Policy</b>	<b>Who is Responsible</b>	<b>2015-2020</b>	<b>2020-2030</b>	<b>On-Going</b>
22. The County shall encourage property owners to utilize programs such as Historic Preservation Tax Credits ( <i>research</i> ) to rehabilitate and reuse historic buildings ( <i>work also with Building Department</i> ) while maintaining their historic integrity.	5.6.11	Planning			X based on project applications
23. a. The County shall develop and implement a program ( <i>discuss</i> ) that analyzes the existing and potential public services and infrastructure available ( <i>work with County Administrator and Planning</i> ) to vacant land zoned for commercial and industrial uses ( <i>G/S</i> ) within Towns and Communities and take steps to strive to provide adequate public services and facilities (e.g., <i>water and sewer capacity</i> ) to support their development with employment generating uses.  b. The County shall strive to coordinate County budget and capital-improvement programs ( <i>Public Works and County Administrator to collaborate</i> ) with the Economic Element to ensure that public facilities and services are appropriately located and sized and properly timed to support the desired economic development.	5.1.6 5.6.12	Public Works			X with overall Economic Development Strategy  X during CIP and budget cycles
24. The County shall support the re-use of abandoned or underutilized facilities and buildings in existing communities ( <i>identify</i> ) and shall investigate the use of incentives or grants ( <i>research</i> ) for the establishment of new productive uses.	5.6.5	County Economic Development Services Provider			X based on project applications
25. The County shall charter ( <i>complete, see website: <a href="https://www.plumascounty.us/2014/Coordinating-Council">https://www.plumascounty.us/2014/Coordinating-Council</a></i> ) the Plumas County Coordination Council to be the forum responsible for the coordination of planning efforts between the County and other local, state and federal land managers.	5.1.9	Planning			X PCCC meets quarterly

# 3G1



# PCPHA

PLUMAS COUNTY PUBLIC HEALTH AGENCY



Growing Healthy Communities

**Date:** February 24, 2021

**To:** Honorable Board of Supervisors

**From:** Andrew Woodruff

**Agenda:** Item for March 16, 2021

**Recommendation:** Approve the Board Chair to sign a Letter of Intent (LOI) to the California Department of Health Care Services (DHCS) indicating Plumas County's intent to transition to a local Medi-Cal Managed Care Plan (MCP).

**Background:** Over the past several decades, California has implemented a variety of Medicaid (in California called "Medi-Cal") managed care models, including the County Organized Health System (COHS), the Two-Plan Model and the Geographic Model. In 2013, Medi-Cal managed care was expanded to twenty-eight California counties, including Plumas County. Many counties in Northern California sought to enter into the COHS model. The COHS model is generally regarded as offering counties the greatest amount of local control, with counties being directly responsible for governance of their respective plans, either alone or in combination with other counties. Prior to this expansion of managed care, Partnership Health Plan, a COHS serving several Northern California counties, already had a strong reputation for superior quality, access, and collaboration with counties and medical providers. Prior to the 2013 managed care expansion, many Northern California counties sought to join the COHS model under Partnership Health Plan. However, at the time DHCS restricted the number of counties allowed to enter into a COHS model, and assigned the remaining counties to the Regional Model, in which the state contracts with two for-profit plans to administer Medi-Cal benefits in a county. Plumas County, along with most other counties in our region, was assigned to the Regional Model and Anthem Blue Cross and California Health and Wellness were selected as our two Medi-Cal managed care plans. Plumas County was not consulted by DHCS on its assignment to the Regional Model or on the procurement process that led to the selection of our two Medi-Cal managed care plans.

In 2018, the Plumas County Board of Supervisors unanimously passed a resolution "Encouraging the State Department of Health Care Services to allow Plumas County to leave the Regional Expansion Model" and authorize "staff to work with other Regional Model Counties to Join Partnership as soon as possible (attached as back up)."

In 2018, Senator Jim Nielsen requested, and the Joint Legislative Audit Committee approved, a state audit of DHCS' oversight of managed health care in the eighteen small and rural counties under the Regional Model. In August of 2019, the State Auditor released a report entitled

“Department of Health Care Services: It Has Not Ensured That Medi-Cal Beneficiaries in Some Rural Counties Have Reasonable Access to Care” that found:

- DHCS did not enforce state requirements that limit distances health plans may direct their Medi-Cal beneficiaries to travel to receive health services.
- DHCS failed to hold Regional Model health plans accountable for improving beneficiaries' access to care.
- Regional Model beneficiaries have generally received a lower quality of care than beneficiaries in other areas of the state.
- DHCS did not adequately educate Regional Model counties about the options available to them regarding their transition to managed care.
- DHCS was found to not have assisted Regional Model counties that wanted to create or join a County-Organized Health System (COHS), which may have provided beneficiaries with better access to care.

In addition, the audit report recommended that DHCS assist counties desiring a transition to COHS model in making that change after their current contracts expire. All of the current 18 regional counties are actively pursuing letters of intent to transition to COHS plans.

Also, in 2019, the California Health Care Foundation performed an independent evaluation of the Regional Model and found the following:

- Specialty care is somewhat more difficult for Medi-Cal enrollees in Regional Model counties compared to other rural areas of the state.
- The quality of care provided to Medi-Cal enrollees by Regional Model MCPs was worse, on average, when compared to MCPs in other rural counties.
- Overall, Medi-Cal enrollee satisfaction with MCP performance was lower in Regional Model counties relative to other rural areas of the state.

Pursuant to the State Auditor's recommendations, DHCS recently released information on the upcoming statewide procurement of commercial Medi-Cal MCPs and issued an instruction that all counties wishing to transition to a COHS should submit an LOI to DHCS by March 31, 2021. Plumas County representatives including Public Health Director, Behavioral Health Direction, Health Officer and CEOs from each hospital district have met with several counties in the region who are excited at the prospect of transitioning together into a COHS Medi-Cal Managed Care model with Partnership Health Plan. Additionally, Tehama, Butte, Plumas, Glenn, Colusa, Sierra, Yuba, Sutter, and Nevada Counties are all planning to submit an LOI to transition to partnership. If the transition is successful, the change would not go into effect until January 2024.

**FISCAL IMPACT:** A letter of intent would be non-binding and there is no anticipated fiscal impact to the County associated with submitting a letter to DHCS indicating Plumas County's intent to transition to a COHS model. An eventual transition to a COHS model is expected to streamline care coordination for Plumas County clients and may result in modest reductions in Department expenses.



March 31, 2021

Bambi Cisneros,  
Assistant Deputy Director  
California Department of Health Care Services

Ms. Cisneros,

In 2013, 18 counties formed the Regional Model of Medi-Cal managed care. Over the last few years, a subset of these counties have approached Partnership HealthPlan of California (PHC) about possible expansion of the plan to include 10 of these counties. With the support of the PHC Board of Commissioners, please accept this as our letter of intent for Butte, Colusa, Glenn, Nevada, Placer, Plumas, Sierra, Sutter, Tehama, and Yuba counties to join PHC in 2024.

The counties have spent years of discussion with area hospitals, outpatient Medi-Cal providers, affected county departments and many area ancillary health providers regarding the change. Moving from the Regional Model to PHC would be in the best interest of the counties' residents. This decision was made after careful deliberation and extensive discussion with health care and community partners.

Many factors motivated the 10 counties to pursue a County Organized Health System (COHS) model of Medi-Cal managed care with PHC. Some of these included:

- The organization is non-profit;
- Each county in the service area appoints members to PHC's Board of Commissioners;
- PHC's reinvestment into important community programs and benefits for members and providers, in part due to the PHC's low administrative overhead;
- PHC's long established record of working collaboratively in the local communities it serves;
- The emphasis on quality and quality incentive programs, including accreditation by the National Committee on Quality Assurance (NCQA);
- High member and provider satisfaction scores; and
- PHC's experience with the challenges of health care delivery in rural California.

PHC and the counties understand this is a significant change for all parties, including Medi-Cal beneficiaries in these counties. We are committed to working diligently to respond to all questions and inquiries from DHCS, community partners, and beneficiaries. The counties and PHC have reviewed the readiness requirements and can attest:

1. PHC is in good financial standing and is able to assume financial risk for Medi-Cal managed care plan services for Medi-Cal beneficiaries in these 10 counties, assuming revenue rates for the expansion area are determined to be sufficient by PHC. PHC is able to meet all financial readiness requirements.
2. There are no health related financial sanctions or corrective action plans currently in place for PHC or the counties.
3. PHC will explore if direct contract or subcontract/delegation arrangements are needed for this transition.
4. PHC and counties will work together to self-fund all pre-implementation activities.
5. PHC and the counties will meet non-financial readiness requirements and timelines as provided by DHCS.
6. PHC will meet network capacity requirements for all of the eligible beneficiaries in these counties.
7. PHC will implement all applicable Medi-Cal managed care plan requirements.
8. PHC is committed to a robust network contracting strategy.
9. The Counties are not aware of any new state statute that would be required to enact a transition, but if at some point it is determined that new legislation is required, then all of our counties will work together with DHCS, PHC, the County Health Executives Association of California (CHEAC), the Health Officers Association of California (HOAC) and the Rural County Representatives of California (RCRC) to develop and enact such legislation.

10. All ten counties attest that each of our Board of Supervisors will consider enacting local ordinances by October 2021 authorizing the shift of our counties to Partnership HealthPlan of California.

PHC and the counties understand this is a non-binding letter of intent, and that an expansion of PHC's service area to include these counties is contingent upon DHCS and CMS approval. We acknowledge that under federal Medicaid rules, beneficiaries are required to have a choice of at least two managed care plans. An exception to this rule does apply for COHS plans, provided that total enrollment does not exceed 16 percent (16%) of the total Medi-Cal population. Further, Medi-Cal beneficiaries residing in rural areas are also exempted from federal managed care plan choice requirements. Currently, the number of beneficiaries falling under this provision appears to be below the cap. Based on PHC's initial legal review, it also appears that under current federal agreements for managed care operations that this federal enrollment cap may be waived. We note, however, that DHCS may have a different view of the application and impact of this enrollment cap. PHC and the counties will need to engage in further conversation with DHCS regarding the interpretation of this cap; and/or potential waivers needed for approval.

PHC and the counties acknowledge this is a large initiative for DHCS and appreciate the opportunity to improve the care our Medi-Cal members receive. We look forward to ongoing collaboration during this transition.

Thank you,

**Liz Gibboney**  
CEO, Partnership HealthPlan of California

**Bill Connelly**  
Chair, Board of Supervisors  
Butte County

**Jeff Engel**  
Chair, Board of Supervisors  
Plumas County

**Gary Evans**  
Chair, Board of Supervisors  
Colusa County

**Lee Adams**  
Chair, Board of Supervisors  
Sierra County

**Keith Corum**  
Chair, Board of Supervisors  
Glenn County

**Dan Flores**  
Chair, Board of Supervisors  
Sutter County

**Dan Miller**  
Chair, Board of Supervisors  
Nevada County

**Dennis Garton**  
Chair, Board of Supervisors  
Tehama County

**Robert Weygandt**  
Chair, Board of Supervisors  
Placer County

**Gary Bradford**  
Chair, Board of Supervisors  
Yuba County

Enclosure (3):

1. Contact Information for PHC and Counties
2. Readiness Planning Document
3. PHC Financial Documents

## Enclosure 1: County and PHC Contact Information

County/Name of Contacts	Contact type	Phone	Email	Address
<b>Butte County</b>				
Danette York	Primary	(530) 552-3820	<a href="mailto:DYork@buttecounty.net">DYork@buttecounty.net</a>	Butte County Public Health, 202 Mira Loma Dr. Oroville, CA 95965
Dr. Robert Bernstein	Secondary	(530) 552-3902	<a href="mailto:rbernstein@buttecounty.net">rbernstein@buttecounty.net</a>	Butte County Public Health, 202 Mira Loma Dr. Oroville, CA 95965
<b>Colusa County</b>				
Elizabeth Kelly	Primary	(530) 458-0250	<a href="mailto:Elizabeth.Kelly@colusadhhs.org">Elizabeth.Kelly@colusadhhs.org</a>	Colusa County HHS, 251 E. Webster St., Colusa, CA 95932
Annie Mitchell	Secondary	(530) 458-0250	<a href="mailto:annie.mitchell@countyofcolusa.com">annie.mitchell@countyofcolusa.com</a>	Colusa County HHS, 251 E. Webster St., Colusa, CA 95932
<b>Glenn County</b>				
Brenda Enriquez	Primary	(530) 934-1496	<a href="mailto:Benriquez@countyofglenn.net">Benriquez@countyofglenn.net</a>	Glenn County HHS, 420 E. Laurel St., Willows, CA 95988
Nan DiLouie	Secondary	(530) 934-1439	<a href="mailto:NDiLouie@countyofglenn.net">NDiLouie@countyofglenn.net</a>	Glenn County HHS, 420 E. Laurel St., Willows, CA 95988
Christine Zoppi	County Rep.	(530) 934-6683	<a href="mailto:Czoppi@countyofglenn.net">Czoppi@countyofglenn.net</a>	Glenn County HHS, 420 E. Laurel St., Willows, CA 95988
<b>Nevada</b>				
Phebe Bell	Primary	(530) 470-2784	<a href="mailto:Phebe.Bell@co.nevada.ca.us">Phebe.Bell@co.nevada.ca.us</a>	Nevada County Behavioral Health, 500 Crown Point Circle, Grass Valley, CA 95945
Ryan Gruver	Secondary	(530) 265-7226	<a href="mailto:Ryan.Gruver@co.nevada.ca.us">Ryan.Gruver@co.nevada.ca.us</a>	Nevada County HHSA, 950 Maidu Ave, Suite 120, Nevada City, CA 95959
<b>Placer</b>				
Rob Oldham	Primary	(530) 745-3191	<a href="mailto:roldham@placer.ca.gov">roldham@placer.ca.gov</a>	Placer County HHS, 3091 County Center Drive, Auburn, CA 95603
Joe Arsenith	Secondary	(530) 889-7145	<a href="mailto:jarsenith@placer.ca.gov">jarsenith@placer.ca.gov</a>	Placer County HHS/Public Health, 11484 B Avenue, Auburn, CA 95603
<b>Plumas</b>				
Tony Hobson	Primary	(530) 283-6307 ext 1007	<a href="mailto:thobson@pcbh.services">thobson@pcbh.services</a>	Plumas County Public Health Agency, 270 County Hospital Road, Suite 109 Quincy, CA 95971
Shelley Evans	Secondary	530-283-6307 ext. 1038	<a href="mailto:sevans@pcbh.services">sevans@pcbh.services</a>	Plumas County Public Health Agency, 270 County Hospital Road, Suite 109 Quincy, CA 95971
<b>Sierra</b>				
Vickie Clark	Primary	(530) 993-6707	<a href="mailto:vc Clark@sierracounty.ca.gov">vc Clark@sierracounty.ca.gov</a>	Sierra County Public Health and Social Services, 202 Front

Partnership HealthPlan of California | Letter of Interest – County Procurement

County/Name of Contacts	Contact type	Phone	Email	Address
				St., PO Box 1019, Loyalton, CA 96118
Jamie Franceschini	Secondary	(530) 993-6770	<a href="mailto:jfranceschini@sierracounty.ca.gov">jfranceschini@sierracounty.ca.gov</a>	Sierra County Public Health and Social Services, 202 Front St., PO Box 7, Loyalton, CA 96118
<b>Sutter</b>				
Nancy O'Hara	Primary	(530) 822-7327	<a href="mailto:nohara@co.sutter.ca.us">nohara@co.sutter.ca.us</a>	Sutter County HHS, 1445 Veterans Memorial Circle, Yuba City, CA 95993
Rick Bingham	Secondary	(530) 822-7327	<a href="mailto:rbingham@co.sutter.ca.us">rbingham@co.sutter.ca.us</a>	Sutter County HHS, 1445 Veterans Memorial Circle, Yuba City, CA 95993
Leah Northrop	Secondary	(530) 822-7226	<a href="mailto:lnorthrop@co.sutter.ca.us">lnorthrop@co.sutter.ca.us</a>	Sutter County HHS, 1445 Veterans Memorial Circle, Yuba City, CA 95993
<b>Tehama</b>				
Valerie Lucero	Primary	(530) 528-3216	<a href="mailto:Valerie.Lucero@tchsa.net">Valerie.Lucero@tchsa.net</a>	Tehama County Health Services Agency, P.O. Box 400/818 Main St. Red Bluff, CA 96080
Jayne Bottke	Secondary	(530) 528-3275	<a href="mailto:Jayne.Bottke@tchsa.net">Jayne.Bottke@tchsa.net</a>	Tehama County Health Services Agency, P.O. Box 400/818 Main St. Red Bluff, CA 96080
<b>Yuba</b>				
Homer Rice	Primary	(530) 749-6385	<a href="mailto:hrice@co.yuba.ca.us">hrice@co.yuba.ca.us</a>	Yuba County HHS, 5730 Packard Ave, Marysville, CA 95901
Jennifer Vasquez	Secondary	(530) 749-6380	<a href="mailto:jvasquez@co.yuba.ca.us">jvasquez@co.yuba.ca.us</a>	Yuba County HHS, 5730 Packard Ave, Marysville, CA 95901
<b>Partnership HealthPlan of California</b>				
Liz Gibboney	CEO	(707) 863-4232	<a href="mailto:egibboney@partnershipho.org">egibboney@partnershipho.org</a>	4665 Business Center Dr. Fairfield, CA 94534
Amy Turnipseed	Sr. Director External and Regulatory Affairs	(661) 203-7836	<a href="mailto:aturnipseed@partnershipho.org">aturnipseed@partnershipho.org</a>	4665 Business Center Dr. Fairfield, CA 94534

### **Enclosure 2: Readiness Planning Document**

Partnership HealthPlan of California (PHC) was formed as a health insurance organization, and is legally a subdivision of the State of California, but is not part of any city, county or state government system. PHC began serving Medi-Cal eligible persons in Solano in May 1994. Napa County joined PHC in March of 1998, followed by Yolo in March of 2001, Sonoma in October 2009, and Marin and Mendocino in July 2011. PHC expanded to eight northern counties (Del Norte, Humboldt, Lake, Lassen, Modoc, Shasta, Siskiyou, and Trinity) in September 2013.

Today, PHC serves over 570,000 Medi-Cal beneficiaries in 14 counties. PHC is willing to produce supplemental information (policies, reports, etc.) needed to elaborate on our ability to meet readiness criteria; and are proud of our experience with five expansions.

#### **Service Utilization**

PHC has systematic processes for monitoring for overutilization and underutilization of services (PHC policy MPUP 3006 and UM program description MPUD 3001, as approved by DHCS). The availability of primary care and specialty care providers and accessibility of primary care and specialty care services are evaluated as part of the network adequacy and availability requirements, following DHCS and NCQA standards.

#### **Network Adequacy**

Per our contract with DHCS, PHC submits a complete Provider Network that is adequate to provide required covered services for eligible beneficiaries within PHC's service area.

Within PHC's service area, we ensure and monitor an appropriate network, including adult and pediatric primary care providers (PCPs), OB/GYN, adult and pediatric behavioral health providers, adult and pediatric specialists, professional, Allied Health Care Personnel, supportive paramedical personnel, hospitals, pharmacies, and an adequate number of accessible inpatient facilities and service sites. PHC's network includes American Indian Health Service Programs, Federally Qualified Health Centers (FQHCs), Rural Health Clinics (RHCs), and Freestanding Birthing Centers (FBCs), where available. In addition, we have a robust telemedicine program that offers adult and pediatric specialty health care services.

#### **Quality Monitoring**

PHC's Quality and Performance Improvement (QI/PI) program provides a systematic process to monitor the quality of clinical care and health care service delivery to PHC members. It includes an organized framework to identify opportunities to improve the quality of health care services provided, promote efficient and effective use of health plan financial resources, and to partner with internal and external stakeholders to support performance improvement and to improve health outcomes. The program promotes consistency in application of quality assessment and improvement functions for the full scope of health care services while providing a mechanism to:

- Ensure integration with current community health priorities, standards, and goals that impact the health of the PHC member population
- Identify and act on opportunities to improve care and service
- Identify overuse, misuse, and underuse of health care services
- Identify and act on opportunities to improve processes to ensure patient safety
- Address potential or tangible quality issues
- Review trends that suggest variations in the process or outcomes of care

#### **Accessibility Standards**

PHC is committed to ensuring that its members have access to providers to meet their health care needs. PHC has established standards that meet or exceed DHCS requirements for the numbers and types of clinicians and facilities, as well as for their geographic distribution, appointment accessibility and office and telephone availability. PHC monitors provider availability and accessibility on an annual basis by conducting various surveys. These includes verifying the third next available appointment ("the 3NA"), telephone access, and access to care outside of normal business hours. PHC policy MPNET 100 describes the plan's approach to full compliance with both DHCS and NCQA standards. PHC also ensures the provider network is educated on how our members can access the PHC 24/7 Advice Nurse program, transportation benefits, interpreter services and behavioral health services.





## Plumas County Public Health Agency

Andrew Woodruff, MPH, Acting Director • Mark Batterfield, MD, Health Officer  
270 County Hospital Road, Suite 206, Quincy, CA 95971 • (530) 283-6337 • Fax (530) 283-6425

**Date:** October 30, 2017

**To:** Honorable Board of Supervisors

**From:** Andrew Woodruff

**Agenda:** Item for November 7, 2017

**Recommendation:** Approve the attached Resolution encouraging the State Department of Health Care Services (DHCS) to allow Plumas County to leave the Regional Expansion Model and Authorizing staff to work with other Regional Model Counties to join Partnership as soon as possible.

**History/Background:** With the Medi-Cal Managed Care Model, the California Department of Managed Health Care (DMHC) contracts with both public and private health plans to arrange and pay providers for services. Managed Medi-Cal plans receive a monthly capitated rate for each enrollee, regardless of utilization rates, and in turn are accountable for providing services and are at financial risk. Under managed care, reimbursement rates are contracted between plans and providers. Medi-Cal Managed Care was expanded to Plumas and 28 other rural California counties in 2013, and at that time, there were six state-approved models for providing Medi-Cal Managed Care:

- County Organized Health System (COHS) — a health plan created and administered by a county board of supervisors where all managed care enrollees are in the same plan (22 Counties).
- Two-Plan Model — comprised of a publicly run entity (a “Local Initiative”) and a commercial plan (14 Counties).
- Geographic Managed Care — DHCS contracts with a mix of commercial and non-profit plans that compete to serve Medi-Cal beneficiaries (2 Counties).
- Regional Expansion Model — DHCS contracts with Anthem Blue Cross and California Health & Wellness in each county (18 Counties — including Plumas County).

- Imperial Model – this model only operates in Imperial County where DHCS contracts with two commercial plans.
- San Benito (Voluntary) Model - only operates in San Benito where DHCS contracts with one commercial plan.

At the same time in 2013, California expanded Medi-Cal eligibility requirements under the Affordable Care Act, which increased the number of Medi-Cal beneficiaries in Plumas County. This increase placed an overwhelming demand on the already limited supply of practicing primary care physicians in Plumas County, especially those providers willing to offer health care services to Medi-Cal beneficiaries.

When Medi-Cal Managed Care was expanded to Plumas County, the State assigned Plumas County to the Regional Expansion Model. After several years of experience, it appears that some of the approved state plans have demonstrated better capacity to meet the needs of rural counties.

During discussions with other counties, there has been nearly universal discontent with the Regional Expansion Model. A COHS model called Partnership, which covers Solano, Napa, Yolo, Sonoma, Marin, Mendocino, Lake, Humboldt, Trinity, Shasta, Lassen, Modoc, Siskiyou, and Del Norte counties, continues to emerge as the example of how a managed care plan should function. The COHS's quality scores were consistently higher than commercial plans (Attachment 1). In addition to providing care, they invest in efforts to increase primary care capacity by recruiting providers to rural areas, to improve coordination of care, to conduct outreach to enroll uninsured populations, and to support population based initiatives. The Regional Expansion Model counties want to explore joining Partnership after the current contracts with Anthem Blue Cross and California Health & Wellness expire, and if that wasn't feasible, explore developing a COHS for the Regional Expansion Model counties. At a meeting in late June 2017, the DHCS informed a group representing the Regional Expansion Model counties that Anthem's contract with DHCS did not expire in 2018 as the California Health and Wellness contract would. DHCS had agreed to grant Anthem 10 year contracts in the Regional Expansion Model counties. Anthem and DHCS had several disputes over payment rates in other parts of the state, and the 10 year contract term change was a result of the settlement reached between Anthem and DHCS.

Locally, Plumas County Behavioral Health's (PCBH) attempts at utilizing Anthem Blue Cross (ABC) and California Health and Wellness (CHW) plans have not been very successful. For PCBH, the primary function of the Memorandum of Understanding states that these companies will provide a network of providers to treat the mild to moderate mental health clients. Their experience is that Anthem Blue Cross and California Health and Wellness Plans have not secured adequate qualified providers for this purpose. As a result, and in the best interest of the mild to moderate population, they continue to provide services to even though it has been

tremendously taxing on their resources. PCBH has almost 900 open cases total and it puts them at severe audit risk by the state.

Eastern Plumas Health Care's contracts with Anthem Blue Cross (ABC) and California Health & Wellness (CHW) are structured around California's Physician Fee Schedule (2nd lowest in the nation) plus 2% for clinic visits, an all-inclusive daily rate of \$2,079 for hospital inpatient services, and a Medicare cost-to-charge ratio plus 2% for hospital outpatient services. Additionally they receive supplemental payments referred to as Inter Governmental Transfers (IGT's) from the plans through the State of California to increase the rates and get closer to cost-based reimbursement that was received prior to the expansion of Managed Medi-Cal in Plumas County. The supplemental payments require that EPHC put up the initial "Rate Range", or capitation base rate increase, which is then matched by Federal funds. For this past year, it is estimated they will receive an additional \$1.27 million in IGT's. Their costs last year were \$3.48 million for the Managed Medi-Cal services provided. Total payments from ABC and CHW plus the IGT's will be \$2.74 million, leaving a short fall to cost of \$736 thousand. All of this compounded with the delays in getting paid has caused a drain in their operational cash reserves. EPHC feels its only recourse is to appeal to the State.

Attachment 2 is a summary of EPHC's services, charges, and payments for the Medi-Cal Managed Care program last year. It shows the wide range of care they provided. It also shows what they would have been paid if they received Medicare payments based on costs.

EPHC attended a meeting where Partnership Health presented their payment methodology, and how they partnered with health care providers and counties to support the needs of rural areas. Partnership tries to get as close as possible to Medicare payments to health care providers with claim payments. EPHC whole-heartedly supports the formation of a County Organized Health System or participation in Partnership. EPHC has worked these past 4 years with the two for-profit insurance plans, and have not seen any improvements in their programs. They believe that they can do much better working with Partnership.

Attachment 3 shows Seneca Healthcare District's (SHD) Managed Medi-Cal data separated by volume, revenue, and receipts by the three managed plans that SHD deals with. This is for dates of service from the last fiscal year, 7/1/16 – 6/30/17. SHD has billed a total of \$3.36 million in services and received payments from the plans totaling \$540,432 (16% of charges). This data is for patients that had a managed plan as their primary payer source. SHD is expecting to receive IGT's that will wholly make up the gap in payments between actual versus Medicare rates. SHD has separated their data by the plans themselves, and in doing so was surprised at the reimbursement rates from Partnership, expecting those to be higher than actually received. They are not sure if the rates we're getting paid from Partnership are due to the fact that they are not technically in their county administration or have a low volume due to being outside their regions, but they do receive 'special member' status for some patients who live in Westwood

(Lassen County) only 10 miles from them, but have used their facility and doctors for years. At any rate, SHD does not get any Partnership IGT, only from the two plans from Plumas County.

Attachment 4 shows Plumas District Hospital charges, payments and estimated loss based on Medicare payment equivalence for both plans together for Fiscal Year 2017.

The next step in the process is to demonstrate to both the DHCS and Partnership that the Regional Expansion Model counties have both the political will and support to make an informed choice for our residents and health care provider community.

It is requested that the Board approve a resolution:

1. Urging DHCS to find a resolution to its contract dispute with Anthem Blue Cross allowing Plumas County to leave the Regional Expansion Model in 2018.
2. Strongly encouraging DHCS to allow Plumas County to join Partnership.
3. Endorsing the County joining Partnership and requesting assistance from Partnership to facilitate the process.
4. Authorizing County staff to work with other Regional Expansion Model counties to join Partnership as soon as possible.
5. Authorizing County staff to explore developing a COHS for the Regional Expansion Model counties if joining Partnership isn't possible.

**RESOLUTION NUMBER 17- 8293**

**A RESOLUTION ENCOURAGING THE STATE DEPARTMENT OF HEALTH CARE SERVICES (DHCS) TO ALLOW PLUMAS COUNTY TO LEAVE THE REGIONAL EXPANSION MODEL AND AUTHORIZING STAFF TO WORK WITH OTHER REGIONAL EXPANSION MODEL COUNTIES TO JOIN PARTNERSHIP AS SOON AS POSSIBLE**

**WHEREAS**, California has been transitioning the Medi-Cal program from fee for service payment plans to managed care plans since the early 1970s; and

**WHEREAS**, Medi-Cal Managed Care was expanded to Plumas and 28 other rural California counties in 2013; and

**WHEREAS**, California also expanded Medi-Cal eligibility requirements under the Affordable Care Act in 2013 which increased the number of Medi-Cal beneficiaries in Plumas County; and

**WHEREAS**, the State assigned Plumas County to the Regional Expansion Model with Anthem Blue Cross and California Health and Wellness as providers; and

**WHEREAS**, after several years of experience, there is nearly universal discontent with the Regional Expansion Model by both clients and health care providers; and

**WHEREAS**, some of the other approved state plans have demonstrated better capacity to meet the needs of rural counties; and

**WHEREAS**, the initial 5-year contracts with Anthem Blue Cross and California Health and Wellness are due to expire in 2018 and Plumas County should make an informed decision regarding its contract with a managed care plan.

**NOW, THEREFORE, BE IT RESOLVED** that the Plumas County Board of Supervisors hereby:

1. Urges the California Department of Health Care Services to find a resolution to its contract dispute with Anthem Blue Cross allowing Plumas County to leave the Regional Expansion Model in 2018; and
2. Strongly encourages the California Department of Health Care Services to allow Plumas County to join the County Organized Health System (COHS) called Partnership; and

3. Endorses the County joining Partnership and requests assistance from Partnership to facilitate the process; and
4. Authorizes County staff to work with other Regional Expansion Model counties to join Partnership as soon as possible; and
5. Authorizes County staff to explore developing a COHS for the Regional Expansion Model counties if joining Partnership isn't possible.

**PASSED AND ADOPTED,** The foregoing resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of the Board held on the 7<sup>th</sup> day of November, 2017, by the following vote:

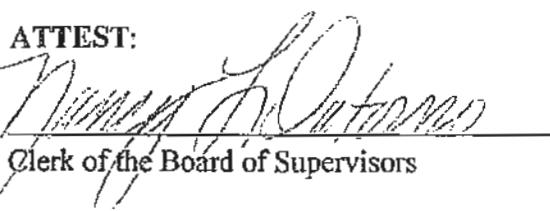
**AYES:** SUPERVISORS ENGEL, THRALL, SANCHEZ, SIMPSON

**NOES:** NONE

**ABSENT:** SUPERVISOR GOSS

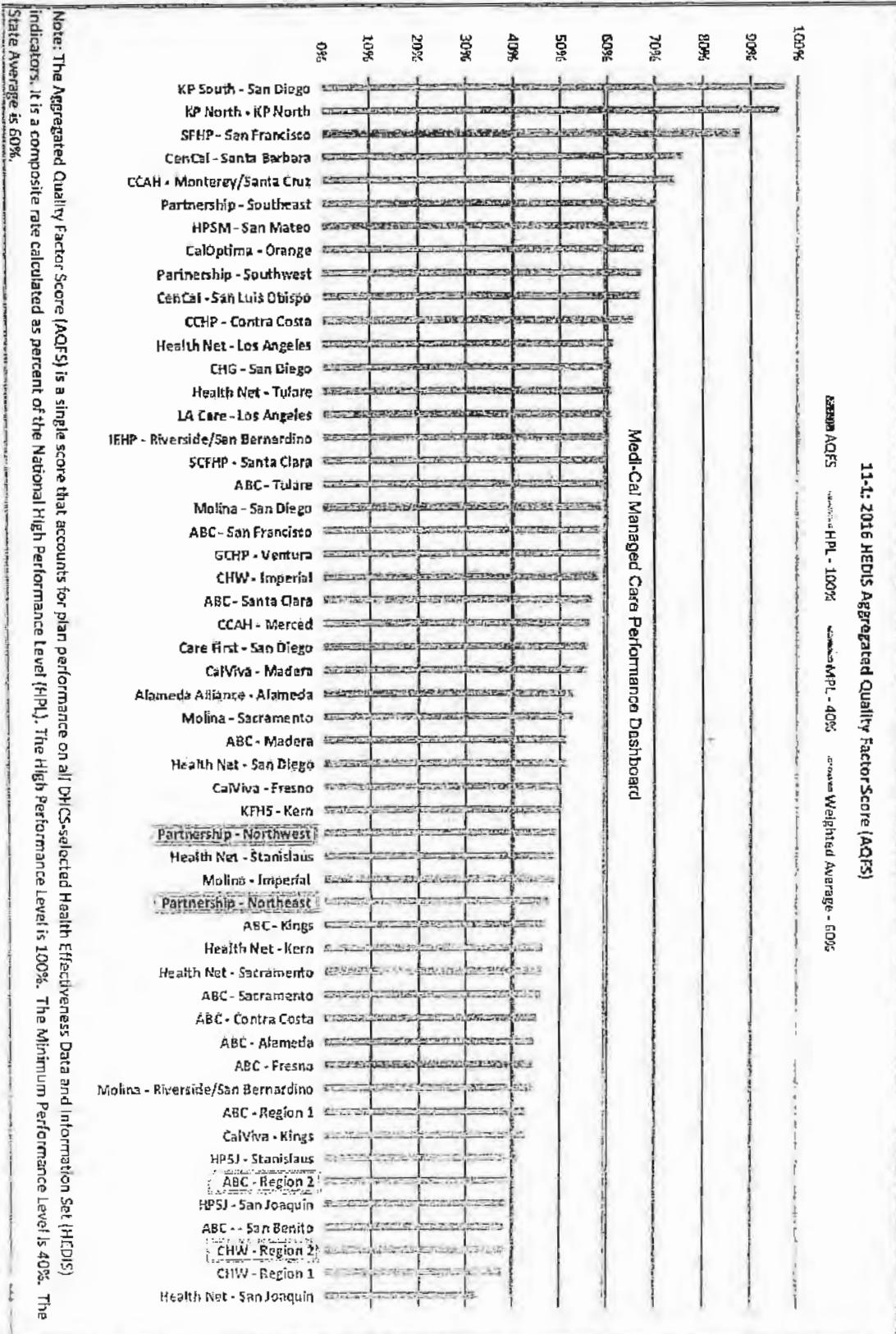
  
\_\_\_\_\_  
Chair, Board of Supervisors

**ATTEST:**

  
\_\_\_\_\_  
Clerk of the Board of Supervisors

## ATTACHMENT 1

### 11-1: 2016 HEDIS Aggregated Quality Factor Score (AQFS)



ATTACHMENT 2

**Eastern Plumas Health Care**

**Bill Totals Summary Download**

**Cover To Date Range : 7/1/2016 - 6/30/2017**

**Paid Date Range : 7/1/2016 - 9/22/2017**

**Primary Financial Class Values: 15-MediCal Mgd Care**

**Patient Class Values: All**

Total Loyallon Ancillary						
	\$	\$3,350.00	\$869.60	18%	48%	\$ 1,545.60
Total Ambulance	150	\$674,439.14	\$34,782.12	5%	46%	\$ 310,242.00
Total Diabetic Telemedicine	25	\$6,150.00	\$4,675.36	76%	\$ 258.32	\$ 6,453.00
Total Endocrinology Telemedicine	54	\$12,662.00	\$10,197.35	81%	\$ 258.32	\$ 13,949.28
Total Emergency Room	1829	\$1,982,265.94	\$230,577.96	12%	46%	\$ 911,842.33
Total Granite Medical Clinic	815	\$272,492.00	\$152,789.29	56%	\$ 242.83	\$ 222,189.45
Total Inpatient	88	\$254,038.85	\$71,295.51	28%	\$ 2,512.19	\$ 221,072.72
Total Loyallon Medical Clinic	634	\$113,512.00	\$117,741.63	104%	\$ 157.23	\$ 89,683.82
Total Observation	19	\$102,480.00	\$5,348.08	5%	46%	\$ 47,140.60
Total Outpatient	1737	\$1,250,888.03	\$181,228.51	14%	46%	\$ 575,359.29
Total Outpatient Surgery/Endoscopy	106	\$211,659.06	\$36,431.49	17%	46%	\$ 97,357.77
Total Portola Medical Clinic	2771	\$517,889.55	\$503,969.84	97%	\$ 258.32	\$ 715,804.72
Total LMC SNF	2	\$111.00	\$114.11	28%	46%	\$ 189.06
Total Pain Management Telemedicine	81	\$18,314.00	\$15,587.36	86%	\$ 258.32	\$ 20,923.92
Total PMC SNF/Swing	33	\$844.00	\$170.70	27%	\$ 258.32	\$ 8,524.56
Total Outpatient Procedure	40	\$34,571.92	\$8,988.01	12%	46%	\$ 15,903.09
Total Pine Street Medical Clinic	557	\$84,236.00	\$15,056.77	18%	\$ 148.50	\$ 82,714.60
Total Psychology Telemedicine	669	\$105,218.00	\$77,181.39	73%	\$ 258.32	\$ 121,152.06
Total Rheumatology Telemedicine	13	\$3,345.00	\$2,652.38	79%	\$ 258.32	\$ 3,358.18
Grand Total	5384	\$5,848,743.53	\$1,464,741.53	26%		\$ 3,475,431.15 62%
					Gap In Managed Plan Payments	\$ 2,010,719.57
					Estimated IGT	\$ 1,274,582.00
					Net Gap In Reimbursement	\$ 735,037.57

Total Managed Care Payments With IGT 43%

ATTACHMENT 3

Seneca Healthcare District  
 Dates of Service 7/1/16 - 6/30/17  
 Paid Dates 7/1/16 - 9/27/17  
 Primary Financial Classes: Managed Medi-Cal

Service Type	Statistic	Total Charges	Insurance Receipts	Payment to Charge Ratio	Medicare Interim Rates Eff 6.21.17	Payments Based on Medicare Cost
<b>Anthem Blue Cross</b>						
Inpatient	1	19,073	3,922	17%	3,229	3,229
Swing	0	-	-	-	3,179	-
Outpatient	153	137,113	18,210	13%	45%	61,701
Observation	4	90,438	3,246	4%	45%	40,697
Outpatient Surgery	10	139,805	6,275	4%	45%	62,912
Emergency Room	141	304,804	23,041	8%	45%	137,162
Lake Almanor Clinic	418	87,162	61,907	71%	45%	39,223
Physical Therapy	5	3,281	473	14%	45%	1,476
<b>Total</b>	<b>732</b>	<b>781,676</b>	<b>116,472</b>	<b>15%</b>		<b>346,400</b>
<b>California Health &amp; Wellness</b>						
Inpatient	7	200,078	42,571	21%	3,229	22,603
Swing	1	26,147	1,400	5%	3,179	3,179
Outpatient	440	323,739	31,667	10%	45%	145,683
Observation	11	147,695	6,678	5%	45%	66,483
Outpatient Surgery	15	166,024	6,800	4%	45%	74,711
Emergency Room	322	594,793	52,034	9%	45%	267,657
Lake Almanor Clinic	1188	245,207	196,229	76%	45%	110,379
Physical Therapy	8	3,895	1,142	29%	45%	1,753
<b>Total</b>	<b>1992</b>	<b>1,707,859</b>	<b>328,521</b>	<b>19%</b>		<b>692,427</b>
<b>Partnership Health Plan</b>						
Inpatient	3	174,598	31,510	18%	3,229	9,687
Swing	0	-	-	-	3,179	-
Outpatient	72	34,433	3,194	9%	45%	15,495
Observation	4	78,344	3,655	5%	45%	35,255
Outpatient Surgery	4	88,585	4,202	5%	45%	39,883
Emergency Room	241	475,808	40,676	9%	45%	214,114
Lake Almanor Clinic	82	17,973	12,202	68%	45%	8,088
Physical Therapy	0	-	-	-	45%	-
<b>Total</b>	<b>406</b>	<b>869,740</b>	<b>95,438</b>	<b>11%</b>		<b>322,501</b>
<b>Grand Total</b>						
		<b>3,359,076</b>	<b>540,432</b>	<b>16%</b>		<b>1,361,328</b> <b>41%</b>

## ATTACHMENT 4

### Plumas Hospital District

Dates of Service: 7/1/2016 - 6/30/2017

Paid Date Range: 7/1/2016 - 10/26/2017

Primary Financial Class: Managed Care Medicaid

Service Type	Statistic	Total Charges	Payments in Paid Date Range	Pmt to Charge Ratio	Medicare Interim Rate	Payments Based on Medicare Cost	
Clinics	6,555	1,415,783	1,005,368	71%	177	1,160,235	
Emergency Room	1,365	2,132,465	180,242	8%	39%	832,051	
Observation	105	509,561	36,691	7%	39%	198,729	
Outpatient Ancillary	2,102	1,382,360	167,360	12%	39%	539,120	
Outpatient Surgery	90	1,415,094	47,623	3%	39%	551,887	
General Outpatient Services	254	405,292	63,813	16%	39%	158,064	
Hospital OB	166	510,106	334,595	66%	2,561	425,126	
Inpatient	153	1,141,758	440,180	39%	2,561	391,833	
<b>Grand Total</b>		<b>8,913,420</b>	<b>2,275,872</b>	<b>26%</b>		<b>4,257,045</b>	<b>48%</b>
					Gap in Managed Plan Payments:		1,981,174



# COMMITMENT INTEGRITY LEADERSHIP

August 6, 2019  
Report 2018-122

# FACT SHEET

Elaine M. Howle *State Auditor*

CONTACT: Margarita Fernández | (916) 445-0255 x 343 | MargaritaF@auditor.ca.gov

## Department of Health Care Services

### *It Has Not Ensured That Medi-Cal Beneficiaries in Some Rural Counties Have Reasonable Access to Care*

#### Background

Overseen by the Department of Health Care Services (DHCS), the California Medi-Cal Assistance Program (Medi-Cal) provides public health insurance to certain low-income individuals and families who meet federal and state eligibility requirements. Nearly 13 million Medi-Cal beneficiaries receive their health care through one of two delivery systems: fee-for-service and managed care. Under fee-for-service, medical providers bill DHCS directly for approved services they provide to beneficiaries, while under the managed care model, DHCS contracts with health plans and pays each a monthly capitation payment per beneficiary to provide health care. In 2012 state law required DHCS to transition 28 fee-for-service counties in rural areas to managed care—eight counties joined a health plan called Partnership Health Plan of California, while DHCS worked with two other counties to create their own managed care models. DHCS grouped the 18 remaining counties into a new managed care model called the Regional Model. DHCS contracted with two commercial health plans to deliver managed care services in the Regional Model and established the requirements for adequate access to care and quality of care that these health plans must meet.

#### Key Recommendations

- DHCS should develop written guidance and establish criteria for processing requests for exceptions to access requirements, including processes for ensuring that health plans are making reasonable efforts to meet these requirements. It should require the health plans to authorize out-of-network care if they do not demonstrate those efforts.
- DHCS should ensure that beneficiaries in the Regional Model counties have reasonable access to care by determining why certain health plans are unable to provide such access, evaluating structural characteristics of managed care models that would be better suited to providing reasonable access, and notifying the counties of its conclusions. If counties desire to transition to another model, DHCS should assist them in making that change after their current contracts expire.

#### Key Findings

- DHCS did not hold the Regional Model health plans accountable to providing beneficiaries with adequate access to care
  - » It approved exceptions to the access requirements that health plans requested even though it had not ensured that the health plans had exhausted all other reasonable options to identify providers that would meet those requirements
  - » Some beneficiaries had to travel hundreds of miles to receive medical care from providers, even though care was available from closer providers who contracted with other health plans.
- DHCS has not adequately engaged with the Regional Model counties over the past seven years regarding their managed care model and contracted health plans.
  - » It did not actively educate the counties about the managed care options available to them.
  - » It did not seek feedback from Regional Model counties regarding their satisfaction with a health plan before extending its contract with that health plan.

#### An Example of Beneficiaries in the Same Location Traveling Significantly Different Distances to Receive the Same Services

##### Required travel to access oncology services



FROM:  
BENEFICIARY'S HOME  
Olanda, CA



TO:  
ANTHEM'S  
PROVIDER

Ridgecrest, CA | via US-395 S

DISTANCE:

60 miles

TRAVEL TIME:

50 minutes



TO:  
HEALTH & WELLNESS  
PROVIDER

Burbank, CA | via CA-11 S

DISTANCE:

155 miles

TRAVEL TIME:

2 hrs + 42 min



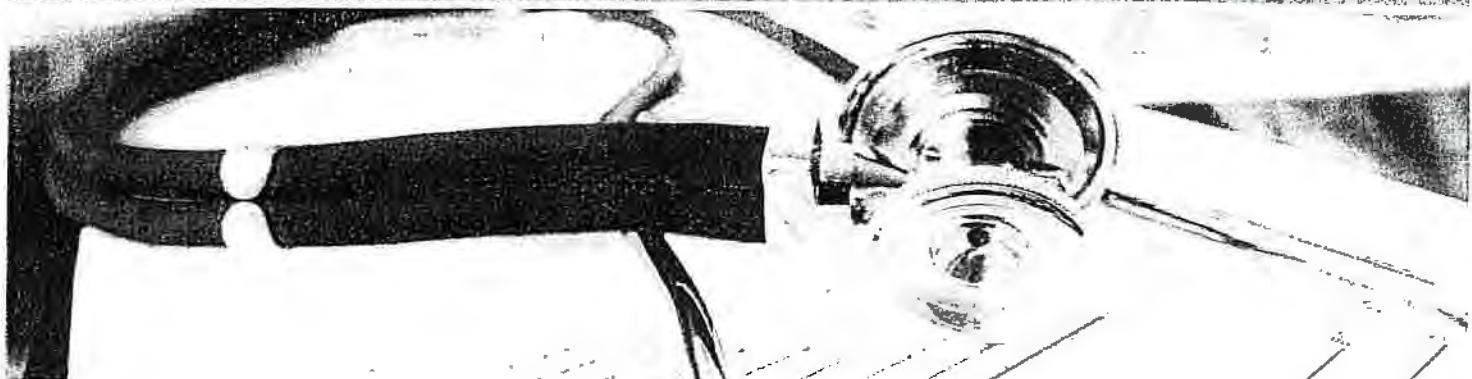


## *Department of Health Care Services*

It Has Not Ensured That Medi-Cal Beneficiaries  
in Some Rural Counties Have Reasonable  
Access to Care

August 2019

REPORT 2018-122





CALIFORNIA STATE AUDITOR  
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Elaine M. Howle State Auditor



August 6, 2019

2018-122

The Governor of California  
President pro Tempore of the Senate  
Speaker of the Assembly  
State Capitol  
Sacramento, California 95814

Dear Governor and Legislative Leaders:

As directed by the Joint Legislative Audit Committee, the California State Auditor performed an audit of the oversight by the Department of Health Care Services (DHCS) of the *Regional Model*, a form of administering managed care to beneficiaries of the California Medical Assistance Program (Medi-Cal) in 18 counties.

This report concludes that DHCS has not ensured that some Medi-Cal beneficiaries in the *Regional Model* received an acceptable level of care, which we define as adequate access to care combined with adequate quality of care. Specifically, DHCS did not enforce state requirements that limit the distances health plans may direct their Medi-Cal beneficiaries to travel to receive health care. By approving health plans' requests for exceptions to the requirements without validating the reasonableness of those requests, DHCS allowed the health plans to require some of the *Regional Model* beneficiaries to travel excessive distances to receive care. DHCS' actions also reduced the health plans' incentives to expand their provider networks to include providers within reasonable distances of their beneficiaries. The *Regional Model* beneficiaries also generally received a lower quality of care than beneficiaries in other areas of the State, although that quality has recently improved as a result of DHCS' enforcement of the health plans' quality-of-care requirements.

When transitioning the *Regional Model* counties in 2013 from a fee-for-service delivery system to managed care, DHCS did not adequately assist the counties in identifying the options available to them, despite some counties expressing interest in joining a county organized health system (COHS). The COHS Model, used in 22 other counties in the State, may provide beneficiaries in the *Regional Model* counties with better access to care than they receive through their current health plans. Establishing a COHS would likely provide the beneficiaries with access to a greater proportion of the Medi-Cal providers in their geographic areas, thereby reducing the distances that the beneficiaries would need to travel to receive care. Because DHCS plans to establish new managed care contracts with the health plans currently serving the *Regional Model* counties after its current contracts expire in 2023, it is an ideal time for DHCS to evaluate whether the COHS Model would be better suited to provide reasonable access to care and to assist counties with making such a transition if they desire to do so.

Respectfully submitted,

*Elaine M. Howle*

ELAINE M. HOWLE, CPA  
California State Auditor

## Selected Abbreviations Used in This Report

CAP	corrective action plan
CMS	Centers for Medicare & Medicaid Services
COHS	county organized health system
DHCS	Department of Health Care Services
HEDIS	Healthcare Effectiveness Data and Information Set
Managed Health Care	Department of Managed Health Care
Regional Model	New managed care model into which DHCS grouped 18 rural expansion counties in 2012
rural expansion counties	The 28 counties that state law required DHCS to transition to managed care in 2012

## Contents

<b>Summary</b>	1
<b>Introduction</b>	7
<b>Chapter 1</b>	
DHCS Has Allowed Health Plans to Require Some of Their Medi-Cal Beneficiaries to Travel Hundreds of Miles to Receive Care	15
Recommendations	31
<b>Chapter 2</b>	
DHCS Has Not Ensured That All Medi-Cal Beneficiaries in Rural Expansion Counties Receive Services Through a Model That Best Meets Their Needs	33
Recommendations	44
<b>Appendix</b>	
Scope and Methodology	47
<b>Response to the Audit</b>	
Department of Health Care Services	51
California State Auditor's Comments on the Response From the Department of Health Care Services	59

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## Summary

### Results in Brief

In 2012 state law required the Department of Health Care Services (DHCS) to transition the recipients of California Medical Assistance Program (Medi-Cal) services (beneficiaries) in 28 fee-for-service counties in rural areas (rural expansion counties) to managed care. In contrast to the fee-for-service delivery system in which a beneficiary seeks medical care from a Medi-Cal provider and that provider then bills the Medi-Cal program for the individual service, in the managed care delivery system, DHCS contracts with and pays monthly rates to health plans to coordinate and administer services to beneficiaries enrolled in these plans. Eight of the 28 counties chose to join a nonprofit health plan called Partnership Health Plan of California (Partnership) that operated under county oversight, while DHCS worked with two other counties to establish their own unique models for providing health care. DHCS grouped the remaining 18 counties into a new managed care model that it called the *Regional Model*. DHCS then contracted with two commercial health plans—Anthem Blue Cross Partnership Plan (Anthem) and California Health & Wellness (Health & Wellness)—to deliver managed care services to the beneficiaries covered under the *Regional Model*. The Joint Legislative Audit Committee requested that we determine whether the *Regional Model* beneficiaries have received an acceptable level of care and to evaluate how that care compares to the care beneficiaries in other models have received. *Acceptable level of care* is not a standard term DHCS uses, so for the purposes of this audit, we have defined the term to mean adequate access to care combined with adequate quality of care. Under this definition, beneficiaries in the *Regional Model* have not received an acceptable level of care.

Most significantly, even though Partnership operates in comparable rural counties, the two *Regional Model* health plans have provided beneficiaries with worse access to care than Partnership has provided its beneficiaries. In fact, our analysis showed that the *Regional Model* health plans have required some beneficiaries to travel hundreds of miles to reach certain health care providers, including obstetricians, oncologists, neurologists, and pulmonologists. In many instances, these distances far exceeded the distances that Partnership required its beneficiaries to travel for similar care. For example, according to DHCS' January 2019 provider location data, Partnership required rural beneficiaries to travel up to 60 miles for an appointment with a cardiologist compared to 239 miles for Anthem and 115 miles for Health & Wellness.

### Audit Highlights...

*Our audit of DHCS' oversight of managed care in the *Regional Model* counties revealed the following:*

- » *The *Regional Model* health plans have not provided all Medi-Cal beneficiaries with adequate access to care.*
  - *DHCS did not enforce state requirements that limit the distances health plans may direct their Medi-Cal beneficiaries to travel to receive health care—some beneficiaries were required to travel hundreds of miles to receive care.*
  - *DHCS failed to hold *Regional Model* Health plans accountable for improving beneficiaries' access to care.*
- » **Regional Model* beneficiaries have generally received a lower quality of care than beneficiaries in other areas of the State.*
  - » *DHCS did not adequately educate the *Regional Model* counties about the options available to them regarding their transition to managed care.*
    - *It did not assist *Regional Model* counties that wanted to create or join a COHS, which may have provided its beneficiaries with better access to care.*

Regional Model beneficiaries had to travel such long distances in part because most of the providers that contracted with the Regional Model health plans contracted with only one of the two health plans. Consequently, a beneficiary of one plan might have to travel significantly farther for care than a beneficiary of the other plan from the same location who was seeking the same care. For example, according to DHCS' January 2019 provider location data, a resident of Olancha in Inyo County who was seeking oncologist care would need to travel 60 miles to Ridgecrest if he were an Anthem beneficiary; however, if he were a Health & Wellness beneficiary, he would need to travel more than 150 miles to Burbank for the same care because Health & Wellness did not have a contract with the closer provider. When health plans require beneficiaries to travel this far to receive care, those beneficiaries may be unable or unwilling to do so.

In many cases, the distances that the Regional Model health plans required far exceeded the limits state law imposes, which range from 10 to 60 miles depending on the type of service. Nonetheless, DHCS did not effectively intervene when health plans did not meet these access requirements as it did when it found that health plans were not meeting quality standards. Instead, after the current distance and travel time requirements first became effective in 2018, DHCS ultimately approved all the requested exceptions to the access requirements even though it had not evaluated whether the health plans had exhausted all other reasonable options to identify providers that would meet those requirements. As a result, all the health plans—including those in the Regional Model counties—remained in compliance with state law because of those approvals even though the distances that the plans required beneficiaries to travel did not comply. If DHCS had placed health plans on corrective action plans (CAPs) pertaining to access to care instead of approving their exception requests, it might have motivated them to improve their provider networks. By establishing CAPs, DHCS could also have required the health plans to pay for out-of-network care for beneficiaries that did not have adequate access to care. However, by approving the health plans' requests for exceptions to travel-distance requirements, DHCS reduced their incentives to improve their networks and undermined the intent of the law, which is to provide beneficiaries access to care within prescribed distance limits.

In addition, the Regional Model health plans have consistently provided a lower quality of care than many other plans in the State. Specifically, from 2015 through 2018, DHCS determined that the health plans in all 28 rural expansion counties performed below a number of national minimum performance levels. Further, when the Department of Managed Health Care—which state law authorized to perform audits on behalf of DHCS—audited the

rural expansion counties' health plans from 2014 through 2016, it identified more serious deficiencies in the 18 Regional Model plans than in the health plans of the other 10 rural expansion counties.

However, because DHCS has taken steps to address these types of issues, such as imposing CAPs, the quality of care in the Regional Model counties has steadily improved in recent years.

DHCS provided the counties with only limited guidance and information to assist them in their transition to managed care. As the agency responsible for overseeing the effective delivery of health care to Medi-Cal beneficiaries throughout the State, DHCS should have proactively educated the rural expansion counties on the available managed care model options before they transitioned to managed care and thus better ensured that the counties would select models that would best serve their beneficiaries' needs. According to DHCS, the limited-guidance approach had worked well when it transitioned other counties to managed care before 2012. However, this approach was not as effective for the rural expansion counties because many of them lacked the knowledge and resources to determine the model that would best serve their beneficiaries.

We believe that DHCS could improve the future access to managed care services of the Regional Model beneficiaries by assisting counties in transitioning from the Regional Model to a county organized health system (COHS). Partnership—the health plan that currently serves eight of the 28 rural expansion counties and has generally provided adequate access within those counties—is a COHS that non-rural expansion counties established before the rural expansion. In contrast to the Regional Model, a COHS uses a single health plan to deliver services to all of its beneficiaries. Consequently, these beneficiaries can receive care from the same network of providers unlike in the Regional Model in which the two health plans frequently contract with different providers. Further, a COHS operates under the direct influence of county officials who make up a portion of its board of commissioners. The counties are therefore better able to direct the COHS to use its resources to address the specific needs of their beneficiaries. Although many variables affect health plans' abilities to establish provider networks that deliver acceptable access to care, a COHS might enable better access to care in the Regional Model counties.

Transitioning the Regional Model counties to a COHS will be possible after DHCS' contract with Anthem expires in 2023. However, transitioning from the Regional Model to a multicounty COHS would require the counties to complete a number of necessary start-up activities, including establishing a special commission, hiring administrative staff, and gaining federal approval. Because the Regional Model counties tend to have

fewer resources than other counties, they will likely need DHCS' assistance in performing these activities. If Regional Model counties wish to be in a COHS, DHCS would need to immediately begin efforts to allow for a smooth transition for these counties' beneficiaries. By providing the counties with assistance in creating a COHS, DHCS could ensure that Regional Model beneficiaries are better able to receive the health care services that they need.

### Summary of Recommendations

To obtain assurance that health plans throughout the State have exhausted all of their reasonable options to meet the access requirements before seeking exceptions, DHCS should immediately begin doing the following:

- Develop written guidance that specifies the conditions under which staff should approve, deny, or contact health plans for clarification regarding their requests for exceptions.
- Determine a specific minimum number of providers that health plans must attempt to contract with before requesting an exception.
- Require health plans to report on their attempts to contract with providers when submitting their requests, including providing evidence of their efforts, such as the contact information for each provider with which they have attempted to contract.
- Establish a process for periodically verifying the health plans' efforts, such as contacting a sample of the listed providers and determining whether the plans attempted to contract with them.
- Require health plans to authorize out-of-network care if they do not demonstrate they have exhausted all of their reasonable options to meet the access requirements.

To ensure that beneficiaries in the Regional Model counties have reasonable access to care, DHCS should do the following by June 2020:

- Determine the specific causes of Anthem's and Health & Wellness's inability to provide reasonable access to care in the Regional Model counties.
- Evaluate whether the structural characteristics of a COHS Model would be better suited to providing reasonable access to care in these counties and notify the counties of its conclusions. If some

or all of the counties desire to transition to a COHS, DHCS should assist them in making that change after their current contracts expire.

- Evaluate whether it has the financial resources to provide assistance to counties interested in establishing a COHS or other managed care model after the current Regional Model contracts expire. If DHCS does not have the required financial resources, it should seek an appropriate amount of funding from the Legislature.
- Provide counties with reasonable opportunities to decide whether to change their managed care models after the expiration of their current contracts. DHCS should provide counties that choose to do so sufficient time to establish their new models before the expiration of their current agreements to ensure continuity of service.

#### **Agency Comments**

Although DHCS agreed with most of our recommendations, it disagreed with several recommendations, stating that it will not implement them.

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## Introduction

### Background

Under the oversight of the Centers for Medicare & Medicaid Services (CMS), the federal Medicaid program authorizes grants to states for medical assistance to low-income individuals and families who meet federal and state eligibility requirements. In 1966 California began participating in the federal Medicaid program through its California Medical Assistance Program (Medi-Cal). The Department of Health Care Services (DHCS) is the designated state agency responsible for administering Medi-Cal. In December 2013, before the implementation of the Affordable Care Act in 2014, the Medi-Cal program had 8.6 million enrolled beneficiaries. As of November 2018, the Medi-Cal program provided services to 13 million enrolled beneficiaries—nearly one-third of California's residents. During fiscal year 2018–19, the Governor's budget funded DHCS with more than \$102 billion, of which more than \$21 billion came from the State's General Fund.

Since the 1970s, the State has gradually transitioned Medi-Cal beneficiaries by county from fee-for-service delivery systems to managed care systems. When the State first established the Medi-Cal program, it relied solely on the fee-for-service system, under which beneficiaries choose the health care professionals from whom they receive care, and those professionals then bill DHCS directly for the approved services that they provide to the beneficiaries. Before 2012 DHCS transitioned 30 counties to managed care systems because of its belief that members enrolled in managed care can receive care coordination and case management services that are not available through the fee-for-service system. In 2012 state law required DHCS to transition the remaining 28 fee-for-service Medi-Cal counties, which DHCS refers to as the *rural expansion counties* because many are largely rural, to managed care.<sup>1</sup> Other states have also provided services to beneficiaries through managed care in a similar manner. Specifically, the four states that we reviewed—Arizona, Florida, Washington, and Oregon—all have enrolled the majority of their Medicaid beneficiaries in managed care and have continuously worked on expanding managed care over the last decade.

<sup>1</sup> The timeline for implementing the 2013 transition of the rural expansion counties to managed care was prompted in part by the State's decision to end its Healthy Families program, a program that provided and promoted access to affordable health care services for families. The State wanted to continue providing managed care services to the individuals who had participated in that program.

Under managed care, DHCS contracts with managed care health plans and pays monthly capitation payments—a specified amount per person covered—to each plan to administer beneficiaries' services and pay health care professionals. In turn, the health plans establish provider networks by contracting with medical professionals and groups, known as *providers*, who supply health care to the beneficiaries. Establishing such a network allows health plans to monitor the quality of the providers that serve their beneficiaries, such as through conducting site reviews and monitoring providers' data. The health plans' provider networks include providers located within the counties where the plans' beneficiaries live; in nearby counties; and—at times—in adjacent states, such as Oregon and Nevada. As we discuss in more detail below, some of the State's managed care health plans are privately owned while counties oversee the others.

#### DHCS Established the Regional Model in 2013

As part of the State's transition process from fee-for-service to managed care, DHCS has approved six models of managed care that it uses to contract with health plans to deliver services. Table 1 summarizes the models and the types of health plans that operate within each model, and Figure 1 identifies each county's model. When transitioning counties to managed care, DHCS has allowed them to pursue various options, including establishing their own health plans, joining existing health plans that other counties had established, or contracting with a commercial health plan. The county-operated health plan options include a county organized health system (COHS), which provides health care through a single nonprofit health plan under county oversight, and a local initiative, which is a health plan with county oversight that provides services to beneficiaries in Two-Plan Model counties. For counties that did not join or create county-overseen health plans—either because they chose not to or were unsuccessful in doing so—DHCS contracted with commercial health plans. According to DHCS, this approach has worked well because it ensured that DHCS could establish managed care regardless of a county's willingness to create or join a COHS or local initiative but also allowed counties to do so if they had the ability and desire. The four other states we previously mentioned also contract with both commercial and nonprofit health plans to provide services to beneficiaries.

DHCS transitioned the rural expansion counties from fee-for-service to managed care in 2013. Figure 1 shows that of the 28 rural expansion counties, eight joined a COHS administered by Partnership Health Plan of California (Partnership), and DHCS worked with two to form their own unique models. Because none of the remaining 18 counties joined or created county-overseen

health plans, DHCS grouped them to create the Regional Model, which is the focus of this audit. In 2013 DHCS contracted with two commercial health plans, Anthem Blue Cross Partnership Plan (Anthem) and California Health & Wellness (Health & Wellness), to serve the Regional Model counties. When selecting health plans, DHCS intended to contract with additional health plans that met its selection criteria, but Anthem and Health & Wellness were the only plans that qualified. DHCS initially contracted with these health plans for five years, from 2013 to 2018, but it has since extended both contracts. We discuss DHCS' contracts with the two plans in more detail in Chapter 2.

**Table 1**  
DHCS Has Six Models of Managed Care That Involve Different Types of Health Plans

MANAGED CARE MODEL	DESCRIPTION	NUMBER OF COUNTIES
Regional	Beneficiaries may select one of two commercial health plans.	18
COHS	Beneficiaries receive services from a single, nonprofit health plan with county oversight.	22
San Benito	Beneficiaries select either to receive managed care delivered by a commercial health plan or to receive fee-for-service through Medi-Cal.	1
Imperial	Beneficiaries may select one of two commercial health plans; one of the health plans has county oversight.	1
Two-Plan	Beneficiaries may select between one commercial health plan and one local initiative, which is a health plan with county oversight.	14
Geographic Managed Care	Beneficiaries may select from three or more commercial health plans.	2

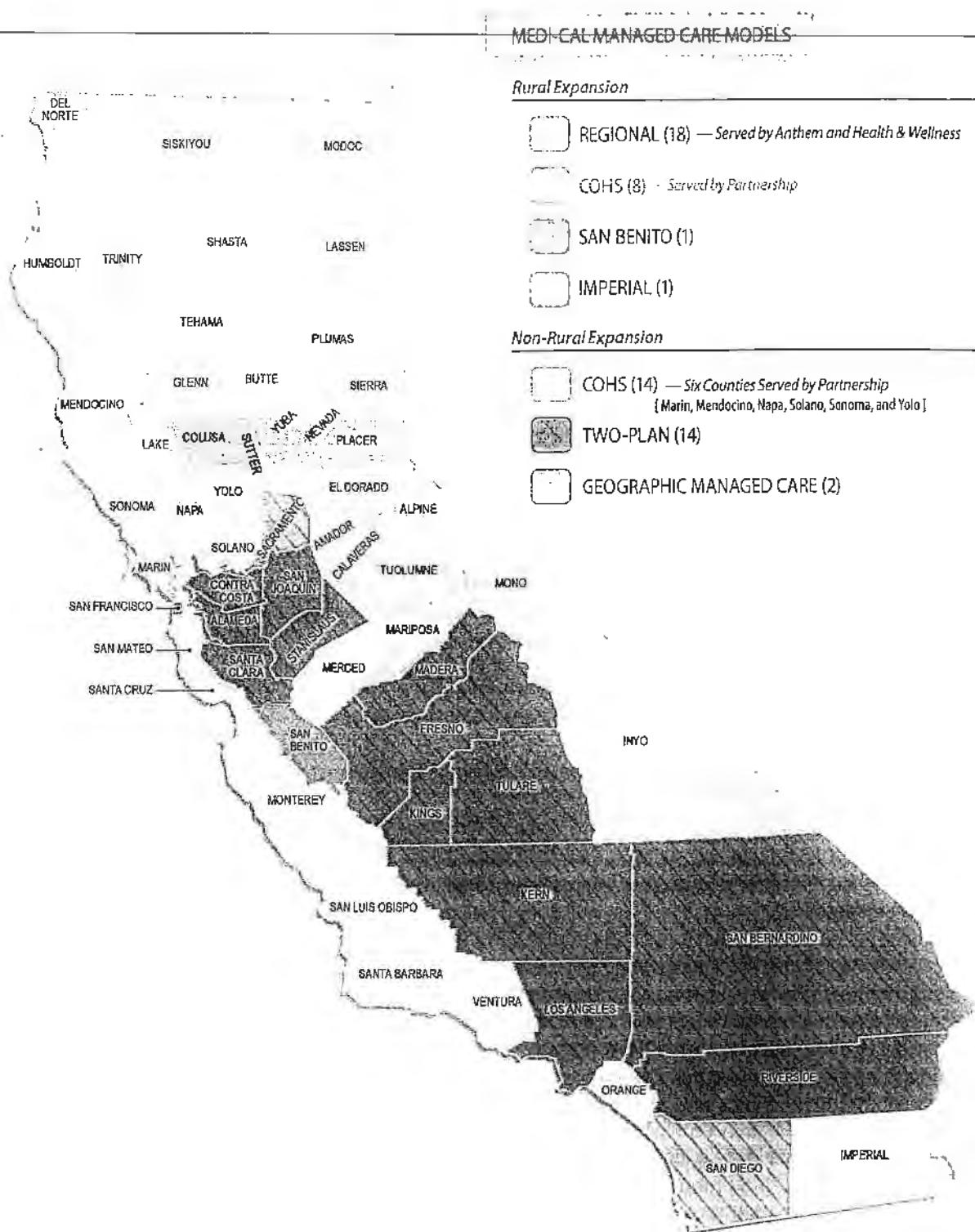
Source: Analysis of data from DHCS' Medi-Cal managed care website, a DHCS presentation on Medi-Cal managed care, DHCS reports, Calviva Health's website, and an Imperial County Board of Supervisors resolution.

### Two Agencies Share Responsibility for Overseeing Health Plans That Participate in Medi-Cal

DHCS and the Department of Managed Health Care (Managed Health Care) are responsible for overseeing most health plans that contract with providers to deliver Medi-Cal care to beneficiaries. As part of its role to administer Medi-Cal, DHCS manages the health plans' contracts and oversees their compliance with the terms of those contracts. In its role in protecting health care rights of consumers, Managed Health Care licenses health plans that are subject to the Knox-Keene Act—a state law that regulates most commercial health plans—and monitors their service delivery. Both departments evaluate whether the health plans are performing adequately by auditing their service delivery processes in areas such as access to care and quality of care.

**Figure 1**

All 58 of California's Counties Now Receive Medi-Cal Through Managed Care Models



DHCS and Managed Health Care determine whether the health plans have provided adequate access to care and quality of care by assessing whether the plans meet the requirements established by law and the health plans' contracts. For access to care, these requirements address providers' availability to schedule appointments for beneficiaries within specific numbers of days, the distance beneficiaries must travel to obtain specified care, and the travel time needed for beneficiaries to arrive at the providers' locations. For quality of care, the requirements include providers' delivery of specific services, such as preventive services and some post-appointment follow-up services; the outcomes of some providers' service delivery; and the health plans' performance of certain administrative activities, such as authorizing service requests and addressing grievance claims. For the purposes of this audit, we focused our evaluation of the Regional Model health plans' performance on the specific indicators that the text box lists.

#### This Audit's Criteria for Evaluating Health Plan Performance

- Access to Care: Whether the health plans have met travel distance requirements.
- Quality of Care: How frequently the health plans' performances on national performance quality measures fell below acceptable levels.
- Quality of Care: Whether DHCS or Managed Health Care determined through their audits that the health plans were not meeting contractual quality-of-service delivery requirements.

Source: Analysis of state law and health plans' contracts.

#### State Law Establishes Limits on the Distances Health Plans Can Require Beneficiaries to Travel to Receive Care

Effective January 2018, state law established access requirements, which are predefined limitations on the times and distances Medi-Cal plans may require their beneficiaries to travel to obtain care. The Legislature passed the law in response to regulations that CMS issued in 2016 requiring states contracting with managed care plans to develop and enforce by 2018 time and distance standards for primary, specialty, hospital, and pharmacy services.<sup>2</sup> As the State's administrator of Medi-Cal, DHCS assumed responsibility for developing these requirements, which it did in 2016 and 2017, also establishing an evaluation process to ensure that those standards were reasonable. As part of that process, DHCS considered industry standards and solicited feedback from health plans and other stakeholders. Additionally, it analyzed data on the quantity of providers, the location of providers, and beneficiaries' use of services to identify the extent of beneficiaries' needs and the availability of providers to administer care.

When developing the access requirements, DHCS also considered the unique challenges of providing access in rural areas, such as the geographic dispersion of providers and beneficiaries; as

<sup>2</sup> State law requires health plans to evaluate whether they can meet travel distance standards for 36 different types of providers as well as pharmacies, hospitals, and mental health outpatient services for each area they serve.

a result, it established more lenient access standards for health plans operating in those locations. For primary care services, such as cancer screenings and vaccinations, DHCS established a universal requirement for all counties that aligns with a preexisting requirement in its contracts with managed care plans: within 10 miles or 30 minutes travel time from a beneficiary's residence to the provider's location. For specialty care, such as psychiatry and dermatology, DHCS created requirements based on four defined categories of counties' population densities: dense, medium, small, or rural. In dense counties like Sacramento and San Francisco, health plans must ensure beneficiaries can access specialty care within 15 miles or 30 minutes. In rural counties, such as Alpine or Inyo, health plans must ensure that their beneficiaries are able to access care within 60 miles or 90 minutes.

DHCS uses an annual network certification process to determine whether health plans are complying with the access requirements, as state law requires. It verifies the health plans' compliance in each zip code they serve by requiring them to indicate the locations of all of their providers. Using these data, DHCS calculates the time and distance required to travel to the plans' nearest providers from each zip code. In principle, for a health plan to pass the annual network certification, it would need to contract with a sufficient number of providers to ensure that beneficiaries in every zip code it serves can access care without having to travel farther than the distances specified by the access requirements.

State law also authorizes DHCS to exempt health plans from meeting the access requirements and to establish alternative requirements for them. Specifically, DHCS may allow alternative access standards upon the request of a health plan if the plan has exhausted all other reasonable options to secure local providers that meet the applicable requirement. When DHCS allows alternative access standards, it establishes the health plan's alternative standard as the distance between the location in question and the health plan's closest available provider.

#### **DHCS Requires Health Plans to Meet Specific Performance Levels**

Federal regulations also require the State to annually measure and report the quality of care that Medi-Cal managed care health plans provide using a set of standardized performance measures. To comply with this requirement, DHCS uses a selection of performance measures primarily from the Healthcare Effectiveness Data and Information Set (HEDIS), which the National Committee for Quality Assurance developed. HEDIS is a nationally accepted set of measures for assessing health plans' performance, and DHCS uses HEDIS to evaluate health plans' delivery of preventive

services, provision of care for chronic conditions, and appropriate treatment and utilization of services. For example, DHCS evaluates plans against HEDIS measures such as the percentage of eligible beneficiaries who receive breast cancer screenings and the percentage of beneficiaries with persistent asthma who are prescribed appropriate medication.

DHCS' contracts with health plans require the plans to score at or above minimum performance levels for a selection of HEDIS measures. DHCS establishes these minimum performance levels based on the national performance of the Medicaid program. Specifically, DHCS expects plans to perform in the top 75 percent of Medicaid plans nationally.<sup>3</sup> Health plans report their performance for each of their reporting units, which correspond to counties or groups of counties that the plans serve. For example, the Regional Model has two reporting units, which together represent the model's 18 counties. The number of measures for which DHCS holds plans accountable may vary from year to year because it periodically adds or removes HEDIS measures to align with its areas of focus, such as maternal and child health, for quality improvement. When DHCS requires health plans to report on newly added measures, it does not require the health plans to meet the minimum performance levels until the second year in which those measures are in place.

#### Counties Are Important Stakeholders in the Medi-Cal System

County health agencies are key to Medi-Cal because they may participate as advocates for beneficiaries, as providers who serve beneficiaries, and as administrators of health plans. In addition, state law requires county health agencies to initially determine which applicants are eligible for Medi-Cal and to assist the applicants in the application process as needed. As advocates, county health agencies may assist beneficiaries who have questions or are experiencing difficulty receiving services. For example, some counties help beneficiaries schedule appointments with providers and arrange transportation for them to attend appointments. Additionally, counties serve as primary providers for some beneficiaries in rural areas of the State through county-operated clinics. Finally, several counties are involved in administering health plans through a COHS or through a local initiative in Two-Plan Model counties.

<sup>3</sup> DHCS plans to modify its performance measurement process in 2020. DHCS will expect health plans to perform in the top 50 percent of Medicaid plans nationally to meet minimum performance levels, and it will select performance measures from lists published by CMS.

As a result of the many functions county health agencies perform in the Medi-Cal system, they often have specific expertise about the local conditions within their communities and may have experience working with local providers. Consequently, they are well-positioned to negotiate and collaborate with health plans and with DHCS to improve the level of care beneficiaries receive.

## Chapter 1

### DHCS HAS ALLOWED HEALTH PLANS TO REQUIRE SOME OF THEIR MEDI-CAL BENEFICIARIES TO TRAVEL HUNDREDS OF MILES TO RECEIVE CARE

#### Chapter Summary

The Regional Model health plans have not provided all beneficiaries with adequate access to care. As a result, some beneficiaries in Regional Model counties may have had to travel hundreds of miles to receive medical care from in-network providers of one health plan, even though the same care was available from closer providers who contracted with the other health plan. During the period we reviewed, DHCS failed to hold health plans accountable when they did not provide beneficiaries with access to care that met state requirements. Instead, it reduced the plans' incentives to improve their provider networks by excusing them from meeting these requirements, even though it had not ensured that they had exhausted all of their reasonable options to secure local providers as state law requires. Our analysis indicates that some beneficiaries' access to care would improve dramatically if DHCS were to require health plans to allow beneficiaries to obtain care from out-of-network providers that are closer to them when the plans are unable to provide adequate access themselves.

Additionally, the HEDIS scores for health plans in the rural expansion counties indicate that beneficiaries in these counties have generally received a lower quality of care than beneficiaries in other areas of the State. According to the HEDIS scores, the quality of care that Anthem and Health & Wellness provided in the Regional Model counties was comparable to the care that Partnership—a COHS that serves eight rural expansion counties—provided in its counties. However, Managed Health Care's audits of the rural expansion counties suggest that Anthem and Health & Wellness experienced greater difficulty meeting contractual requirements pertaining to quality of care than Partnership did. In addition, DHCS has limited the counties' abilities to respond to those problems and assist their beneficiaries in receiving adequate services because it has not taken adequate steps to share with the counties the deficiencies it and Managed Health Care have identified.

#### Some Beneficiaries in Regional Model Counties Have Had Poor Access to Care

The Regional Model health plans have required some beneficiaries to travel excessive distances to obtain medical care from providers. In most cases, managed care beneficiaries may receive medical care

only from the contracted providers within their plan's network. In this way, health plans choose the providers that beneficiaries may visit to obtain medical care. Within the Regional Model counties, the distances that beneficiaries have had to travel to access the closest contracted providers have varied widely, from less than 10 miles to 365 miles. Table 2 identifies the distances some beneficiaries within these counties have had to travel to receive specific health care.

**Table 2**

The Regional Model Health Plans Have Required Some Beneficiaries to Travel Unreasonable Distances to Access Care

	MAXIMUM DISTANCE REQUIRED TO ACCESS CARE (IN MILES)		
	REGIONAL MODEL		CDCS
	ANTHEM	HEALTH & WELLNESS	PARTNERSHIP
<b>Specialty Care</b>			
Cardiology/Interventional Cardiology	239	115	60
Dermatology	272	365	60
Endocrinology	313	225	60
ENT/Otolaryngology	343	200	60
Gastroenterology	183	150	60
General Surgery	123	115	60
Hematology	99	200	165
HIV/AIDS Specialists/Infectious Diseases	324	140	60
Mental Health (Nonpsychiatry) Outpatient Services*	83	60	60
Nephrology	124	230	60
Neurology	300	215	60
OB/GYN Specialty Care*	164	60	60
Oncology	299	170	120
Ophthalmology	81	60	120
Orthopedic Surgery	164	150	60
Physical Medicine and Rehabilitation	327	220	120
Psychiatry	327	170	60
Pulmonology	327	180	60
<b>Primary Care</b>			
OB/GYN Primary Care	N/A†	230	10
Primary Care Physician	10	85	45
<b>Other Provider Types</b>			
Hospital	81	120	45
Pharmacy	45	90	10

Source: Analysis of the most recent alternative access standards that DHCS had approved as of January 2019.

N/A = Not applicable.

\* We include OB/GYN Specialty Care and Mental Health (Nonpsychiatry) Outpatient Services with other specialists because they have the same time and distance standards.

† Anthem was exempt from this requirement because it does not designate its OB/GYN providers as primary care physicians.

Although it may be difficult for health plans to provide beneficiaries with close access to care when those beneficiaries reside in remote regions of the State, we would expect this difficulty to equally affect all the health plans that serve rural counties. However, as Table 2 also shows, Partnership provided its beneficiaries in rural counties with access to most care within 60 miles. Moreover, the longest distances beneficiaries had to travel to receive care in Partnership's counties were generally much shorter than those that Regional Model beneficiaries were required to travel for the same care. For example, Table 2 shows that Partnership required rural beneficiaries to travel up to 60 miles for an appointment with a cardiologist compared to 239 miles for Anthem and 115 miles for Health & Wellness. The additional distances that Anthem and Health & Wellness have required their beneficiaries to travel may have deterred some beneficiaries from seeking care.

We also identified inconsistencies between the distances that Anthem and Health & Wellness required their beneficiaries from the same locations to travel for the same care. When we reviewed provider location data that the two health plans submitted to DHCS, we identified more than 100 instances in which either of the plans required its beneficiaries to travel at least 100 miles farther than the other plan for the same care. In the five most extreme cases, the difference between the two plans ranged from 255 to 305 miles. For example, DHCS' data indicate that a beneficiary of Health & Wellness residing in June Lake, in Mono County, who needed to take her child to a pediatric dermatologist would have been required to travel up to 365 miles while if the same beneficiary were with Anthem, she would only have been required to travel up to 60 miles.

On some occasions, Anthem and Health & Wellness each required its beneficiaries to travel significantly farther than the other plan required of its beneficiaries. As Figure 2 shows, a beneficiary of Health & Wellness residing in Olancha, in Inyo County, who needed to see an oncologist would have to travel more than 150 miles to Burbank to receive cancer treatment. However, if this same beneficiary were with Anthem, he would have to travel only 60 miles for the same care. Similarly, a beneficiary of Anthem residing in Tecopa, also in Inyo County, who needed to see a pulmonologist, would have had to travel 327 miles, which is more than 175 miles farther to receive asthma treatment than if she were with Health & Wellness.

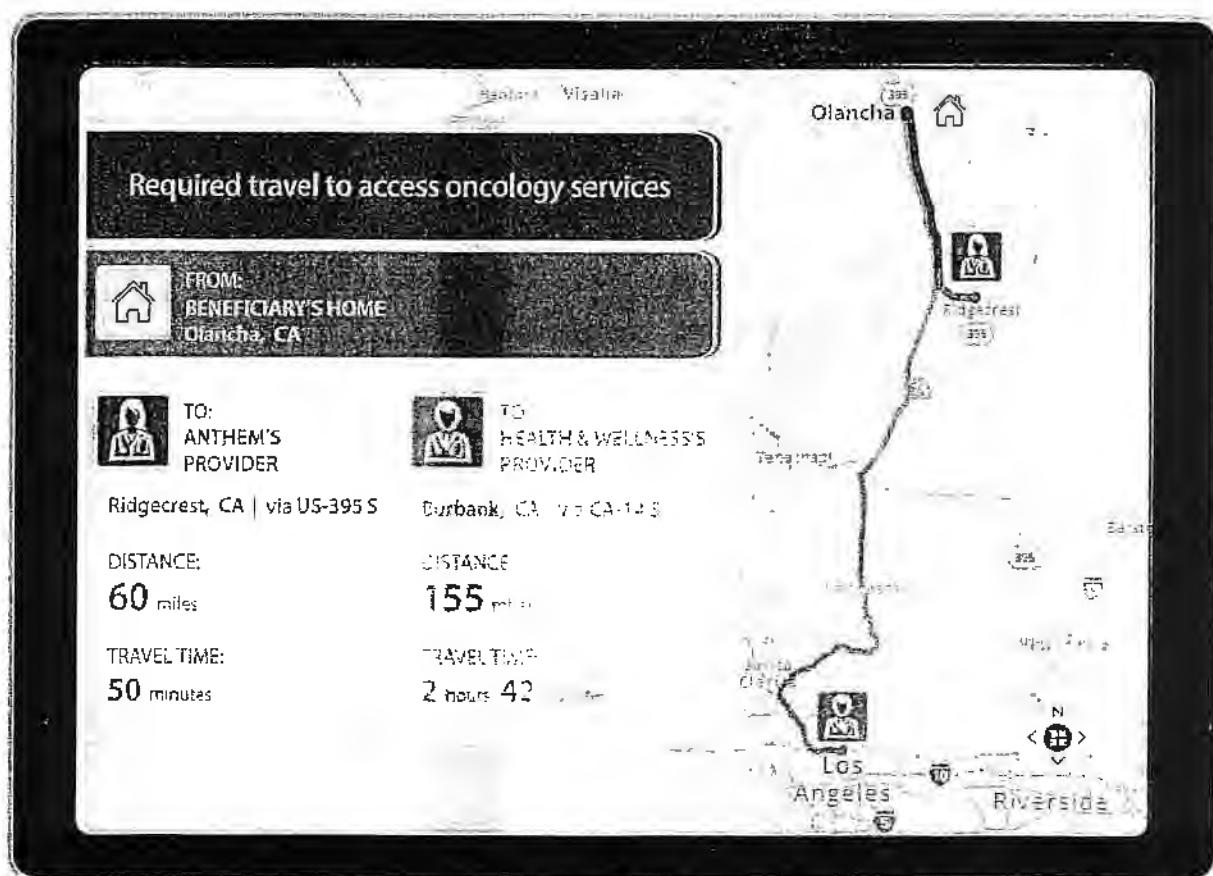
The differences in the distance requirements between the two health plans are also noticeable in more densely populated areas of the Regional Model counties. For example, according to the January 2019 data, a beneficiary of Health & Wellness who needed to take his child to visit a pediatric cardiologist and who resided in the Lake Tahoe community of Kings Beach in Placer County—

*We identified inconsistencies between the distances that Anthem and Health & Wellness required their beneficiaries from the same locations to travel for the same care.*

which is more densely populated than many other rural expansion counties—would have to travel up to 70 miles farther than an Anthem beneficiary from the same location who sought that same service. As we discuss in more detail below, these instances suggest that the difference in distances is not always the result of a general lack of providers but rather a lack of providers who have contracted with a specific Regional Model health plan. In other words, some beneficiaries may live reasonably close to providers who offer the needed care; however, those providers are not in-network for their plans. Although beneficiaries have the right to switch health plans, doing so may disrupt the continuity of the care they receive because they may not be able to continue seeing their primary care physicians and other providers from whom they have already received care.

**Figure 2**

The Two Regional Model Health Plans May Require Beneficiaries in the Same Location to Travel Significantly Different Distances to Receive the Same Services



Traveling significant distances to reach providers may limit beneficiaries' ability to receive care. A beneficiary who has to travel hundreds of miles to receive medical care might be forced to miss an entire day of work and lose wages—a loss that might be critical considering that beneficiaries who qualify for Medi-Cal while employed have limited incomes. Further, some beneficiaries might be unable to tolerate the physical hardship of traveling such substantial distances for health care. When health issues require multiple visits, it likely will exacerbate such concerns: for example, the U.S. Department of Health and Human Services suggests weekly appointments for pregnant women nearing their delivery dates.<sup>4</sup> If beneficiaries are unwilling or unable to seek care because of the distances required to do so, it undermines the fundamental purpose of the Medi-Cal program, which is to improve the overall health and well-being of all residents by providing access to affordable, integrated, and high-quality health care.

*If beneficiaries are unwilling or unable to seek care because of the distances required to do so, it undermines the fundamental purpose of the Medi-Cal program.*

#### **DHCS Has Failed to Hold Regional Model Health Plans Accountable for Improving Beneficiaries' Access to Care**

As we discuss in the Introduction, DHCS uses a network certification process to assess whether health plans are complying with state access requirements. DHCS published the initial results of its first annual network certification in June 2018 and finalized the results in January 2019. These results, which remain in effect until July 2019, indicate that DHCS granted alternative access standards to the State's health plans in nearly 10,000 instances in which they requested them. More than 1,000 of these 10,000 instances involved the Regional Model health plans. On our website, we present an interactive map of the extended distances DHCS approved through alternative access standards by county and provider type. Given that DHCS made a considerable effort in 2016 and 2017 to ensure that the access requirements that state law established were reasonable and that this effort included analyzing the availability of providers who could meet those requirements, we question why it has chosen not to enforce them. By approving alternative access standards, DHCS is not holding health plans accountable to meet the access requirements prescribed in state law. Instead, alternative access standards allow health plans to deviate from the prescribed requirements by extending the time and distance that they may require beneficiaries to travel for care.

<sup>4</sup> Although state law requires health plans to provide transportation services to their beneficiaries in some instances, the beneficiaries would still incur significant travel time for extensive distances.

We are particularly concerned with DHCS' decision not to enforce these state requirements given the weaknesses we identified in its process for evaluating requests for alternative access standards. In particular, although DHCS denies requests for alternative access standards if they are incomplete or inaccurate, it has not adequately evaluated whether health plans have, in fact, exhausted all other reasonable options to identify providers that would meet the access requirements before approving their requests for alternative access standards, as state law requires. DHCS stated that it must approve requests for alternative access standards, no matter what the potential hardship those alternative standards may present to beneficiaries, as long as the health plans meet legal requirements, specifically that the plan exhausts all other reasonable options to contract with providers that would meet the access requirements. DHCS requires health plans to provide written explanations of their contracting efforts that it uses to evaluate whether they have complied with this requirement. However, DHCS does not analyze the validity of these explanations; thus, its approach does not meet the apparent intent of the law.

Even though DHCS has required health plans to provide written explanations, it has not required them to provide supporting documentation to corroborate those explanations. Moreover, DHCS has not verified with any providers mentioned in those explanations whether the plans attempted to add them to their networks. Additionally, DHCS has not established a minimum number of providers that the health plans should attempt to contract with in a designated location before it considers an exemption request. We question how DHCS could conclude that a health plan had exhausted all reasonable efforts to seek providers that met an access requirement without establishing such a minimum threshold and substantiating at least some of the health plan's efforts.

*DHCS has not consistently enforced its requirements for the explanations health plans must include when requesting alternative access standards.*

Moreover, DHCS has not consistently enforced its requirements for the explanations health plans must include when requesting alternative access standards. DHCS' instructions for making such requests state that health plans must detail their efforts to meet the access requirements in order for it to consider their requests. However, when we reviewed a selection of 30 approved requests for alternative access standards, we found six requests in which health plans prepared their explanations using the same boilerplate text for multiple requests. For example, Health & Wellness stated all of the following as its justification in each request for a pediatric specialist we reviewed: "There are no pediatric subspecialists located to meet the standard, the available pediatric specialists do not accept Medi-Cal patients, or the available pediatric specialists have declined to contract with the Plan primarily due to capacity constraints." In none of these cases did the plan identify the specific condition that applied to the request. Similarly, Anthem

stated in some requests that no providers were in the area, yet we identified providers in the area that met the prescribed requirements. We determined that DHCS did follow up in some instances by requesting additional documentation when the health plan provided vague or inaccurate explanations, such as when it submitted a request with inaccurate provider information. DHCS acknowledged that its staff did not consistently identify when further clarification was necessary. This inconsistency can likely be attributed to DHCS' lack of formal guidance specifying the conditions under which a request should be approved or denied.

By approving alternative access standards without proper justification, DHCS has reduced incentives for health plans to improve their beneficiaries' access to care. When a health plan fails to comply with the access requirements specified in state law, DHCS has the authority to require that it complete a corrective action plan (CAP) to improve its provider network, which DHCS calls a *network certification CAP*. Network certification CAPs require health plans to make the necessary improvements to comply with the access requirements, such as contracting with providers that meet the travel distance requirements. DHCS initially placed health plans on network certification CAPs in 2018 but closed them after approving alternative access standard requests for those health plans that were still unable to meet access requirements. However, it approved those requests even when the health plans did not demonstrate that they had exhausted all reasonable options to obtain closer providers. As a result, DHCS' approval of such alternative access standards involving excessive distances was unreasonable. By enforcing network certification CAPs rather than approving unsupported requests for alternative access standards, DHCS could have ensured that health plans remained obligated to improve their networks.

Further, DHCS could have used network certification CAPs to provide some beneficiaries access to closer providers. Through such CAPs, DHCS may require health plans to temporarily allow beneficiaries to obtain medical care from out-of-network providers, provided that those out-of-network providers do not have a history of quality issues and are willing to accept reasonable rates as determined by the health plans. Although there is no assurance that out-of-network providers will agree to offer such care, a network certification CAP requiring plans to authorize out-of-network care to meet time and distance requirements would provide beneficiaries with greater opportunities to access care. As we previously describe, we identified multiple instances under the Regional Model in which either health plan's nearest in-network provider was significantly farther than the other health plan's provider. In such cases, the ability to seek care from out-of-network providers could significantly improve some beneficiaries' access to care.

*By approving alternative access standards without proper justification, DHCS has reduced incentives for health plans to improve their beneficiaries' access to care.*

*Although DHCS requests that the health plans provide rate information when requesting alternative access standards, it has not required them to do so.*

DHCS expressed concern to us that providers might demand unreasonably high rates from health plans if they were aware that DHCS would not approve certain requests, which could burden the health plans financially and could result in increased rates that DHCS would have to pay the health plans. However, we disagree with this reasoning. DHCS could enforce the state requirements on the distances health plans may require beneficiaries to travel but allow exceptions if there are no closer providers or if health plans can demonstrate that the rates providers have requested are unreasonably high. Although DHCS requests that the health plans provide rate information when requesting alternative access standards, in practice it has not required them to do so. None of the health plans provided this information for the 30 requests that we reviewed. When health plans are unable to demonstrate that nearby, available providers are demanding unreasonably high rates, neither they nor DHCS can justify the reasonableness of their requests for alternative access standards that require beneficiaries to travel excessive distances.

When we asked DHCS for its perspective regarding the weaknesses we identified in its process for evaluating and approving requests for alternative access standards during its 2018 network certification, DHCS indicated that it intends to continually adjust its procedures for evaluating health plans' requests based on the lessons it learns through each annual certification. However, DHCS did not inform us of the specific outcomes it desires to achieve through its adjustments. Instead, it informed us that as part of the 2019 network certification that it expects to complete in January 2020, it has already made changes to its process and anticipates implementing additional changes as part of its next network certification in 2020.

Although DHCS' recent efforts may address some elements of its process, these efforts do not resolve certain concerns we identified pertaining to access to care. For instance, DHCS informed us that it plans to reject health plans' requests that do not include supporting documentation to demonstrate that they attempted to contract with closer providers. However, we believe that this approach is insufficient because, according to DHCS, it would only be requiring health plans to demonstrate attempts to contract with a single provider. Consequently, that effort would not fulfill the intent of state law—requiring health plans to *exhaust all reasonable options* to obtain providers that meet access requirements—because health plans would likely have multiple providers available to them that they could attempt to contract with. Additionally, DHCS indicated that it plans to deny requests that it deems unreasonable, yet it has not developed formal guidance for its staff to use in making that determination. Without establishing such guidance for its staff and ensuring that health plans attempt to contract with multiple providers, DHCS will likely continue to approve requests that

unjustifiably excuse health plans from their obligation to meet access requirements and allow them to require beneficiaries to travel unreasonable distances to obtain care.

#### **The Structure DHCS Selected for the Regional Model May Have Contributed to Some Beneficiaries' Inadequate Access to Care**

DHCS was unable to offer a definitive explanation as to why Anthem and Health & Wellness could not provide their beneficiaries with better access to care. Managers at DHCS responsible for overseeing the approval of health plans' alternative access standard requests identified three potential causes of the excessive distances some beneficiaries may be required to travel: a lack of available providers, providers that contract with only one health plan rather than multiple plans, and providers that are unwilling to accept the payment rates that the health plans offered. Our analysis showed that a significant number of providers in the Regional Model have not contracted with either Anthem or Health & Wellness. However, we could not determine whether doing so would have improved beneficiaries' access to care because the data we evaluated did not identify the noncontracting providers' potential Medi-Cal specialties or all of the locations where they provide care. Nevertheless, our findings support the explanation that many providers contracting with only one of the two Regional Model health plans likely contributed to poor access. Additional analysis is necessary to determine whether a lack of providers in specific geographic areas of the Regional Model or their unwillingness to accept offered payment rates has contributed to the access issues.

When we analyzed licensing data from the Medical Board of California and the Osteopathic Medical Board of California—two entities responsible for licensing doctors in the State who participate in Medi-Cal—and provider network data from the health plans, we found that Anthem and Health & Wellness contracted with more than 3,900 providers located in the Regional Model counties. However, more than 1,900 additional providers in the Regional Model counties had not contracted with either health plan to provide services within these counties. It is unclear whether the two health plans contracting with these providers would improve beneficiaries' access to care. For example, some of these 1,900 providers may be located near beneficiaries who do not experience challenges with limited access.

We believe that DHCS would benefit from knowing the locations within the Regional Model counties that require additional providers and the types of providers required in those areas. If it had such knowledge, DHCS could determine the extent to which a lack of providers is causing some beneficiaries' poor access to care, and it could also develop the appropriate strategies to

*DHCS would benefit from knowing the locations within the Regional Model counties that require additional providers and the types of providers required in those areas.*

alleviate those provider shortages. DHCS indicated that it would be willing to assist in an analysis of this nature, but that other state departments—such as the Office of Statewide Health Planning and Development—would be better suited to address workforce shortages among providers. Nonetheless, given DHCS' critical role in overseeing the State's provision of Medi-Cal services, we believe that it is well positioned to oversee such an analysis.

Our findings related to providers who contract with only one of the two plans are more straightforward. According to the data that the two health plans reported to DHCS in December 2018, fewer than 29 percent of the providers that contracted with either Anthem or Health & Wellness contracted with both health plans concurrently. Our analysis shows that some beneficiaries in the Regional Model would have significantly better access to care if they were able to seek it from the provider networks of both health plans. To evaluate how beneficiaries' access to care would change if they had access to both networks, we reviewed DHCS' data related to the health plans' adherence to the time and distance requirements specified in state law. During its first annual network certification, DHCS identified more than 700 instances in which one or both Regional Model plans failed to meet these access requirements.<sup>5</sup> However, if the Regional Model's beneficiaries had access to both health plans' provider networks, we estimate that this number would decrease to about 125, the number of instances in which both plans failed to meet the same access requirements in the same locations.

This difference reinforces our conclusion that DHCS could improve beneficiaries' access to care if it required plans to authorize out-of-network care when they do not demonstrate that they have exhausted all of their reasonable options to contract with providers that meet the state requirements and when DHCS determines that significantly closer providers of the needed care are available. The difference also underscores the supposition that the providers' tendency to contract with only one of the two Regional Model health plans has contributed to some beneficiaries' poor access to care. The geographic distribution of providers in rural areas already makes it difficult for health plans to provide adequate access to care; when providers do not contract with multiple plans, it can further compound this difficulty.

<sup>5</sup> We excluded OB/GYN primary care from this analysis because DHCS informed us that it exempted Anthem from the access requirement for OB/GYN primary care. As a result, DHCS does not have sufficient data for us to conclude how often both Regional Model plans are meeting the access requirement for OB/GYN primary care.

Given that Partnership operates in comparably remote areas of the State, its ability to provide significantly better access to care than the Regional Model plans suggests that beneficiaries in rural counties may receive better access to care when those counties operate under a single health plan rather than multiple plans. As part of DHCS' annual network certification, Partnership requested alternative access standards for 11 of the 39 types of providers that DHCS measures. In comparison, Health & Wellness and Anthem requested alternative access standards for 35 and 37 of the 39 provider types, respectively. Unlike the Regional Model, the structure of a COHS—such as Partnership—allows only one health plan in each county, meaning beneficiaries in COHS Model counties all have access to the same providers. We believe that this feature of the COHS Model may have contributed to Partnership's ability to provide better access to care in some rural areas of the State. We discuss the benefits of the COHS Model in greater detail in Chapter 2.

Increasing beneficiaries' access to providers currently outside of their networks could require some beneficiaries to schedule appointments farther in advance. However, the reduction in the distances the beneficiaries would have to travel might well outweigh this additional effort. As we mention in the Introduction, state law requires most health plans to ensure that their providers offer appointments within a specific number of days of the request for services. According to DHCS, if more Medi-Cal providers were to provide care to beneficiaries in both health plans, it might strain some providers' capacities and reduce their ability to meet this requirement. However, state law permits providers to extend the waiting time for appointments if they determine that waiting longer would not negatively affect the health of the beneficiaries involved. This exception could permit beneficiaries to make individual choices that are both safe and potentially more convenient. We believe that in certain circumstances beneficiaries might be willing to schedule appointments farther in advance if doing so would shorten how far they would have to travel. For example, the parent of a child with a heart condition requiring routine cardiology appointments might be willing to schedule those appointments farther in advance to avoid having to drive an additional 70 miles each direction.

Given Partnership's ability to provide its beneficiaries with better access to care and the apparent tendency of providers to contract with either but not both of the Regional Model health plans, we question whether having two separate health plans best serves the Regional Model counties. Conducting an assessment to identify the locations within the Regional Model that need additional providers and the types of providers necessary could offer DHCS

*Increasing beneficiaries' access to providers currently outside of their networks could require some beneficiaries to schedule appointments farther in advance.*

*In 2016 DHCS commissioned an access assessment that may assist it in identifying and resolving shortages of providers in the Regional Model.*

valuable perspective on whether access issues in the Regional Model are the result of provider shortages, the structure of the model, or both.

In 2016 DHCS commissioned an access assessment that may assist it in identifying and resolving shortages of providers in the Regional Model. DHCS commissioned the assessment in response to federal requirements issued in 2015. According to documentation provided by DHCS, the completed assessment will include maps comparing the number of providers for each specialty and each health plan with the number of beneficiaries. The assessment will also identify the percentage of available providers for each specialty that each health plan is contracting with, the average distance between beneficiaries and each health plan's closest primary care physicians and hospitals, and recommendations for addressing systemic deficiencies it identifies. DHCS plans to finalize the assessment in October 2019. This assessment should enhance DHCS' knowledge of the locations throughout the State, including those in the Regional Model counties, that are lacking certain types of providers.

#### **Regional Model Health Plans Have Not Provided an Acceptable Quality of Care to Beneficiaries**

Although most health plans in the State have not met some of their contractual requirements related to quality of care, the health plans that serve the 28 rural expansion counties have consistently delivered a lower quality of care to beneficiaries than the health plans delivering services to beneficiaries in other areas of the State. Further, Managed Health Care's audits of the rural expansion counties suggest that the Regional Model health plans have had more difficulty than Partnership in meeting their contractual requirements related to quality of care.

Our review of HEDIS data from 2015 through 2018 found that the Regional Model health plans failed to meet a significant number of minimum performance levels. As the Introduction explains, DHCS requires health plans to meet minimum performance levels for key HEDIS measures related to the quality of care that they provide to beneficiaries. However, both Anthem and Health & Wellness scored below minimum performance levels for at least 24 percent of these HEDIS measures for each of the four years for which the data were available. For instance, neither of the two plans conducted an adequate number of breast cancer screenings in 2018. As Table 3 shows, the two Regional Model plans scored extremely poorly in 2016: Anthem and Health & Wellness failed to meet an average of 12 and 14, respectively, of the 22 minimum performance levels. To supplement these figures on the number of HEDIS measures below the minimum performance level, we present an interactive

map on our website that shows by county, plan, and measure the percent of HEDIS scores below the minimum performance levels during the past four years.

**Table 3**  
The Regional Model Health Plans and Partnership Have Provided a Similar Quality of Care in the Rural Expansion Counties

YEAR	NUMBER OF MEASURES*	AVERAGE NUMBER OF HEDIS MEASURES BELOW MINIMUM PERFORMANCE LEVEL		
		RURAL EXPANSION		STATE
		ANTHEM	HEALTH & WELLNESS	PARTNERSHIP
2015	22	9.5	10.5	10.5
2016	22	12	14	11
2017	18	6.5	7.5	8
2018	21	5	6	6

Source: Analysis of HEDIS data.

Note: Anthem, Health & Wellness, and Partnership report on their performance using reporting units made up of groups of counties. We averaged their scores in each of their rural expansion county reporting units to determine their overall performance in the rural expansion counties.

\* Excludes measures for which DHCS has not specified a minimum performance level.

† Excludes Kaiser Permanente, which operates in a limited manner in three of the 18 Regional Model counties.

‡ Excludes Lake County, which is part of the rural expansion. Partnership reports Lake County's data as part of a group of counties that includes three counties that were not in the rural expansion.

The HEDIS data indicate that although the quality of care the Regional Model health plans provided was comparable to the quality of care in the other rural expansion counties, it was lower than the quality of care in the rest of the State. As Table 3 shows, the performance of Anthem and Health & Wellness within the 18 Regional Model counties was similar to Partnership's performance in its rural expansion counties. However, Table 4 shows that the rural expansion health plans' average performance was well below the average performance of the plans serving the counties in the rest of the State. Improvements in the HEDIS scores of the Regional Model plans since 2016 have reduced the gap between the Regional Model counties and other areas of the State. According to the quality and monitoring chief, the improvements in these health plans' HEDIS scores indicate that their quality of care has improved as a result of a CAP—which it refers to as a *quality CAP*—that it imposed when they fell below standards.

**Table 4**

Beneficiaries in the Rural Expansion Counties Have Received a Lower Quality of Care Than Other Beneficiaries in the State

YEAR	NUMBER OF MEASURES*	AVERAGE NUMBER OF HEDIS MEASURES BELOW MINIMUM PERFORMANCE LEVEL	
		RURAL EXPANSION†	REMAINDER OF THE STATE‡
2015	22	10.2	4.1
2016	22	12.3	6.7
2017	18	7.3	4.7
2018	21	5.7	2.3

Source: Analysis of HEDIS data.

\* Excludes measures for which DHCS has not specified a minimum performance level.

† Excludes Kaiser Permanente, which operates in a limited manner in three of the 18 Regional Model counties. Also excludes Imperial and San Benito counties, which Anthem and Health & Wellness serve outside the Regional Model.

‡ Includes Lake County, which is part of the rural expansion. Partnership reports Lake County's data as part of a group of counties that includes three counties that were not in the rural expansion.

Other measures suggest that the Regional Model plans have struggled more than Partnership in meeting their contractual requirements for quality of care. As we discuss in the Introduction, both DHCS and Managed Health Care perform routine audits to verify whether health plans are complying with legal and contractual requirements that affect quality of care. However, these audits generally cover each plan's performance throughout the State, without indicating the particular model or county with which the departments have identified deficiencies. Consequently, the audits do not address conditions that are specific to the Regional Model plans. Nonetheless, under the terms of an interagency agreement between DHCS and Managed Health Care for 2014 through 2016, Managed Health Care conducted an audit of each of the three health plans—Anthem, Health & Wellness, and Partnership—that focused on their legal and contractual compliance within the 28 rural expansion counties. These audits suggest that the Regional Model health plans had greater difficulty meeting their contractual requirements than Partnership did.

Managed Health Care identified contractual and legal violations that all three health plans committed in the rural expansion counties, but it identified potentially more serious deficiencies in its reviews of Anthem and Health & Wellness than of Partnership. For example, Managed Health Care determined that both Anthem and Health & Wellness failed to properly document and address potentially significant grievances and other quality issues pertaining to inadequate care, including a cardiac arrest caused by a medication error and a provider's failure to detect a serious infection. The health plans' failure to properly address these

reported quality issues may have exposed beneficiaries to harm. In contrast, Managed Health Care's findings related to Partnership did not indicate significant risks to beneficiaries' health. For example, Managed Health Care found that Partnership resolved grievances promptly but did not always list the dates it received the grievances when responding to beneficiaries.

DHCS has taken steps to ensure that the health plans have resolved the deficiencies that Managed Health Care's audits identified. As part of its interagency agreement, DHCS used quality CAPs to address these violations. In our April 2019 audit report, *Department of Health Care Services: Although Its Oversight of Managed Care Health Plans Is Generally Sufficient, It Needs to Ensure That Their Administrative Expenses Are Reasonable and Necessary*, Report 2018-115, we determined that DHCS' process to oversee health plans' quality of care—including quality CAPs—was generally sufficient.

#### **DHCS Has Not Effectively Communicated to Counties When It Identified Quality of Care Deficiencies**

Although DHCS has generally complied with state and federal reporting requirements, it could do more to inform county officials when it identifies significant quality of care issues with the Regional Model health plans. Federal and state laws require DHCS to publicly report different elements of its monitoring efforts, and DHCS complies with these requirements by publishing its HEDIS results and medical audit reports on its website. However, it has not adequately educated counties about all the types of monitoring that it performs, such as the medical audits we previously discuss and the corresponding CAPs, which DHCS calls *medical audit CAPs*. Through its medical audits, DHCS evaluates health plans' performance and compliance with contractual requirements in six categories: utilization management, case management and coordination of care, access and availability of care, member rights, quality management, and administrative and organizational capacity. If stakeholders are not aware of DHCS' monitoring efforts, they are unlikely to seek out the results of those efforts. Moreover, when it completes its audit reports, DHCS does not notify counties or distribute the reports to them, thereby placing the responsibility on the counties to review its website regularly to become aware of new medical audit findings.

Further, DHCS does not promptly update its website with its medical audit reports, which delays stakeholders' ability to review those results. For example, DHCS issued its most recent audit of Anthem in August 2018; however, it still had not made the results publicly available as of July 2019. DHCS explained that it waits

*DHCS has not adequately educated counties about all the types of monitoring that it performs, such as its medical audits.*

until the health plans complete the medical audit CAPs pertaining to their audits before it publishes the audit results on its website. Although state law allows this delay, counties could better assist their beneficiaries if DHCS informed them of performance issues more promptly. We believe that DHCS should publish medical audit results as they become available and then post the completed medical audit CAPs later. DHCS said it would consider making this change.

*By providing counties with information about the significant quality of care issues that it identifies, DHCS could better enable them to help beneficiaries receive the care to which they are entitled.*

By providing counties with information about the significant quality of care issues that it identifies, DHCS could better enable them to help beneficiaries receive the care to which they are entitled. County representatives indicated that they were aware of beneficiaries' difficulties with receiving appropriate care, and that in some cases, beneficiaries have reached out to them directly to report issues. Information about problems that DHCS has identified with health plans' performance would likely assist counties in their efforts to help these beneficiaries, particularly when DHCS has identified violations of beneficiaries' rights. For example, DHCS concluded in a 2017 audit that Health & Wellness had wrongfully denied a beneficiary an evaluation to determine whether he was eligible for an organ transplant, even though a physician recommended an evaluation and the health plan's contract with DHCS entitled its beneficiaries to such evaluations. If DHCS consistently informed counties of such problems, the counties would be better positioned to assist other beneficiaries who are facing similar issues.

To obtain the counties' perspectives on DHCS' outreach efforts, we spoke with representatives of county health agencies in a number of rural expansion counties. Representatives of seven of these counties were unfamiliar with the full scope of DHCS' monitoring efforts, and representatives of five stated that they did not even know that DHCS conducted medical audits. In general, most of these individuals who we spoke with stated that they would like DHCS to be more proactive in notifying them when it identifies serious deficiencies in their county's health plans.

The representatives' comments suggest that counties would benefit if DHCS issued a periodic form of communication, such as a newsletter. In fact, one county representative described DHCS' website as overwhelming, and another said that it is difficult to find the reports about health plans' performance levels on that website. Another county official explained that her staff lack the time to review the website regularly to determine whether DHCS has published new reports. When we asked DHCS for perspective, it explained that counties and other stakeholders can request to be added to an email distribution list (mailing list) it uses to update stakeholders on managed care topics. It also stated that it has

two advisory groups in which counties may participate, and each of these groups has an email address to which stakeholders can submit questions or concerns. However, DHCS acknowledged that it does not discuss its medical audits and other monitoring efforts in these groups unless a member requests that it do so, nor does it send such information to stakeholders on its mailing list. By improving its process for publishing its monitoring results, which it is willing to do, DHCS could better ensure that county stakeholders have the knowledge necessary to assist beneficiaries in receiving the care that they need.

### Recommendations

To ensure that beneficiaries in Regional Model counties have adequate access to care, DHCS should identify by August 2020 the locations requiring additional providers and the types of providers required. It should also develop strategies for recruiting and retaining providers in those locations. If it requires additional funding to complete this assessment or to implement actions to address its findings, DHCS should determine the amounts it needs and request that funding from the Legislature.

To obtain assurance that health plans throughout the State exhaust all of their reasonable options to meet the access requirements before requesting alternative access standards, DHCS should immediately begin doing the following:

- Develop written guidance that specifies the conditions under which staff should approve, deny, or contact health plans for clarification regarding their alternative access standard requests.
- Determine a specific minimum number of providers that health plans must attempt to contract with before requesting an alternative access standard.
- Require health plans to report on their attempts to contract with providers when submitting their alternative access standard requests, including providing evidence of their efforts, such as the contact information for each provider with which they have attempted to contract.
- Establish a process for periodically verifying the health plans' efforts, such as contacting a sample of the listed providers and determining whether the plans attempted to contract with them.
- Require health plans to authorize out-of-network care if they do not demonstrate they have exhausted all of their reasonable options to meet the access requirements, unless the health

plans can demonstrate that closer providers are demanding unreasonably high rates or have documented deficiencies in quality of care.

To ensure that it promptly and sufficiently notifies counties and other stakeholders about health plans' quality of care deficiencies, DHCS should immediately do the following:

- Post its medical audit reports to its website within one month after it issues the reports to the health plans.
- Include information about its recently published medical audit reports and other monitoring efforts in its communication with counties and other stakeholders on its mailing list.
- Ensure that relevant county officials are included on its mailing list.

## Chapter 2

### DHCS HAS NOT ENSURED THAT ALL MEDI-CAL BENEFICIARIES IN RURAL EXPANSION COUNTIES RECEIVE SERVICES THROUGH A MODEL THAT BEST MEETS THEIR NEEDS

#### Chapter Summary

Over the course of the past seven years, DHCS has not adequately engaged with the Regional Model counties regarding their managed care model and contracted health plans. Specifically, before the 2013 transition, DHCS did not actively educate the rural expansion counties about the options available to them. Further, even when these counties sought to create or join a COHS, it did not assist them. DHCS' lack of engagement with the counties continued well after the transition occurred. For example, it did not seek feedback from the Regional Model counties regarding their satisfaction with Health & Wellness's performance before it extended its contract with the health plan.

However, DHCS could now take steps to begin acting on counties' preferences and feedback. Since the completion of the rural expansion in 2013, a number of counties have expressed the desire to leave the Regional Model and instead create or join a COHS. DHCS' current agreements with the Regional Model health plans make such a change difficult until 2023, but at that time, transitioning Regional Model counties to a COHS will be a viable option. Because creating a COHS would require the counties and DHCS to complete several time-consuming activities, such as establishing a provider network, starting the process now would better enable the counties and DHCS to complete these activities before the current health plan contracts expire and ensure continuity of care for the counties' beneficiaries. By assisting the counties in making such a change, DHCS could better ensure that beneficiaries receive adequate access to care.

#### DHCS Did Not Adequately Educate and Assist Rural Expansion Counties During Their Transition to Managed Care

As the agency responsible for overseeing the effective delivery of health care to Medi-Cal beneficiaries throughout the State, DHCS should have ensured that before the rural expansion counties transitioned to managed care, it proactively educated them on the available managed care options so that they could select a model that would best serve their needs. Instead, the counties selected their own models without receiving sufficient guidance

from DHCS. Several county representatives we interviewed stated that they were unclear about their managed care options at the time of the rural expansion transition. In addition, even when counties determined that they wanted to join or create a COHS, DHCS did not assist them in exploring that option.

*DHCS Did Not Adequately Inform and Educate Rural Expansion Counties on Their Managed Care Options*

DHCS did not actively collaborate with the rural expansion counties before their transition to managed care to inform them of their options, to identify any potential concerns they should consider, or to confirm that they understood the transition process. According to the special projects manager of the DHCS director's office (special projects manager), who formerly served as the managed care chief, DHCS representatives had several conversations with county representatives and providers, such as hospitals, that approached it with questions about managed care. For example, some counties asked DHCS about joining Partnership, and DHCS informed them of the steps they would need to take, including seeking federal approval. Nevertheless, because DHCS relied on the counties to select their own models, we expected it to have provided them with adequate information to ensure that they made informed decisions. That type of involvement likely would have helped ensure the overall success of the transition.

State law required DHCS to solicit feedback from relevant managed care stakeholders such as beneficiaries, providers, and health plans regarding their perspectives on the models that would be most suitable for the 28 rural expansion counties. During the rural expansion, DHCS held open meetings to solicit feedback from stakeholders, but it did not conduct outreach that specifically targeted the counties. Because counties are able to create COHS Models and local initiatives in a Two-Plan Model, we expected DHCS to have considered them relevant stakeholders and to have sought their feedback. However, DHCS' meetings did not address topics of specific relevance to counties, such as the steps a county would need to take to create a COHS Model. According to the special projects manager, DHCS believes it addressed its responsibility to inform stakeholders, including counties, about the rural expansion transition by facilitating these meetings and by being willing to address concerns stakeholders brought to its attention.

*Because counties are able to create COHS Models and local initiatives in a Two-Plan Model, we expected DHCS to have considered them relevant stakeholders and to have sought their feedback.*

However, we question the effectiveness of this approach given that many counties told us they were unclear about their managed care options at the time of the transition. Representatives from several Regional Model counties stated that their counties had

not fully understood the options that were available to them, the type of assistance DHCS was willing to provide them, or the steps they needed to take to establish or join a managed care model. Consequently, those counties did not take specific action to join or create another model and instead deferred to DHCS, which placed them in the Regional Model.

Neither DHCS' chief deputy director—who was not involved in communications with the counties during the time of the rural expansion—nor its special projects manager could recall whether DHCS actively approached and educated the rural expansion counties beyond the transition meetings that it held for interested stakeholders. However, the special projects manager acknowledged that DHCS did not prepare informational material for stakeholders to explain the available managed care options, the steps the counties would need to take to act on those options, or the resources DHCS could offer to assist with the transition. Further, neither the chief deputy director nor the special projects manager recalled whether DHCS advised the counties on how to evaluate their demographics to determine whether particular models might be more effective in serving their beneficiaries. They also could not recall whether DHCS allocated staff resources, such as an assigned group of staff members, to monitor the progress of the counties during the transition and to serve as a resource for them. We expected DHCS to have taken some or all of these actions to ensure that the counties were well informed to select their own managed care models.

*Several counties had not fully understood the options that were available to them, the type of assistance DHCS was willing to provide them, or the steps they needed to take to establish or join a managed care model.*

#### ***DHCS Did Not Assist Rural Expansion Counties That Wanted to Create or Join a COHS***

Despite the questionable effectiveness of DHCS' approach to inform counties of their managed care model options, many of the rural expansion counties attempted to create or join a COHS or local initiative, as we discuss in the Introduction. However, four of the Regional Model counties were unsuccessful in their attempts. Three of these four counties informed us that they attempted to join Partnership by discussing with Partnership representatives the viability of having that health plan serve their Medi-Cal beneficiaries. One county indicated that it also passed a county board resolution affirming its support of Partnership's expansion into the county. Representatives of the three counties explained that Partnership ultimately rejected the counties' proposals because it had reached its capacity of additional counties it could accept. The other county attempted to join another COHS, the Central California Alliance for Health (Central Alliance). According to a

*Most of the eight rural expansion counties that successfully joined Partnership in 2013 received assistance from an external resource, which better prepared them to join a COHS.*

county representative, Central Alliance indicated that it would not be able to accept the county because it would have been financially prohibitive for it to do so.

Most of the eight rural expansion counties that successfully joined Partnership in 2013 received assistance from an external resource, which better prepared them to join a COHS. Several of these counties participated in stakeholder meetings facilitated by Health Alliance of Northern California (Health Alliance), a network of nonprofit community health clinics and health centers. The meetings informed these counties about their managed care model options, including the locations of the current COHS they could seek to join. Health Alliance recruited Partnership to attend the meetings. A Health Alliance representative informed us that Health Alliance also coordinated with the counties to obtain declarations from their boards of supervisors that demonstrated their desire to receive Medi-Cal services through Partnership. At least two counties then contacted their respective state legislators, who encouraged DHCS to allow the counties to join Partnership. DHCS subsequently approved these counties' requests to join Partnership.

DHCS did not provide the type of assistance that Health Alliance provided because it did not believe that doing so was part of its role. According to the chief deputy director, DHCS expected counties that were interested in joining a COHS to reach out directly to that COHS to determine whether it was interested in providing services in the county. Further, the special projects manager explained that the COHS would have needed to consider whether it was able to establish or expand its provider network into the counties. In other words, because DHCS believed that the counties and health plans should have taken the initiative to work together, it did not attempt to facilitate or encourage any communication among them. However, we expected DHCS—like Health Alliance—to have provided assistance to the counties to ensure that they were well positioned to work with the health plans to provide the best service to their beneficiaries.

In addition, if DHCS had made information about the transition available to counties sooner, more counties might have been able to select the health plans they determined would best serve their beneficiaries. A representative from one of the Regional Model counties told us that her county became interested in joining Partnership too late in the managed care transition process, after Partnership already reached its capacity. By that time, the county was not able to create its own COHS or establish a multicounty COHS with other counties. According to DHCS' records, it held its first stakeholder meeting to inform Regional Model counties of the transition to managed care in July 2012—only seven months before it awarded the contracts to Anthem and

Health & Wellness in February 2013. We question the sufficiency of this seven-month period to allow counties to explore the option of joining a health plan or creating an alternate managed care model, especially without informational assistance from DHCS.

Because DHCS is the entity responsible for administering the Medi-Cal program, we believe that it was in the best position to provide assistance to counties that wanted to create a COHS. We expected DHCS to have informed the counties about the specific actions required to create a COHS and to provide assistance to those counties that did not have the resources to perform such actions. For example, two Regional Model counties told us they did not explore the option of creating a COHS at the time of the transition because they believed they did not have the necessary financial resources or knowledge. Had DHCS been proactive in offering assistance, the counties might now have managed care models that are more effective at providing services to their beneficiaries.

The chief deputy director explained that providing such assistance to counties would not have been possible in 2013 because DHCS did not have sufficient financial resources at that time. She also stated that if DHCS were to take on the responsibility of providing financial assistance to counties that want to be in a different managed care model, it would need additional funding from the State. We discuss this possibility in more detail below.

#### **DHCS Extended Its Contracts With the Regional Model Health Plans Without Seeking Input From the Counties**

State law allows DHCS to enter into contracts with one or more health plans to provide managed health care services to Medi-Cal beneficiaries in the rural expansion counties. In addition, DHCS has the exclusive authority to establish rates, terms, and conditions of managed care plan contracts and subsequent amendments, although these elements are subject to federal approval. Although state law required DHCS to request stakeholder feedback as part of the rural expansion counties' transition to managed care in 2013, it does not require DHCS to request feedback from stakeholders, including counties, before extending its contracts with the Regional Model health plans. However, we believe that before taking such an action, DHCS should request the counties' feedback. Otherwise, it may miss opportunities to gain important insight from the counties on whether the health plans have been effectively serving beneficiaries.

*DHCS has the exclusive authority to establish rates, terms, and conditions of managed care plan contracts and subsequent amendments, although these elements are subject to federal approval.*

In 2013 DHCS established five-year contracts with Anthem and Health & Wellness to provide services in the Regional Model counties through October 2018. In November 2018, DHCS

extended its contract with Health & Wellness through a provision that allowed it the option to extend the terms in one-year increments up to four additional years. DHCS initially exercised the option to extend the contract through June 2019 and extended it again through June 2020 without seeking feedback from counties about their satisfaction with the health plan's performance. According to the managed care chief, DHCS extended the contract because of this provision and because it did not identify any concerns with Health & Wellness that warranted terminating that contract.

*Although DHCS does not have a formal internal review process for determining whether to extend a contract, it stated that it considers health plans' performance when deciding whether to extend their contracts and would not do so if it identified significant issues.*

Although DHCS does not have a formal internal review process for determining whether to extend a contract, it stated that it considers health plans' performance when deciding whether to extend their contracts and would not do so if it identified significant issues. DHCS asserted that it continually monitors health plans' performance through various methods, including but not limited to its medical audits and its review of HEDIS measures. DHCS also stated that it did not request stakeholder feedback before extending the contract, citing the absence of such a requirement and the fact that DHCS had received feedback from stakeholders when it first solicited proposals for the rural expansion counties in 2012. However, we question the timeliness and relevance of that feedback, given that it occurred before DHCS had even entered into a contract with Health & Wellness. We expected that each time DHCS extended Health & Wellness' contract, it would request feedback from stakeholders, including counties, to gain insight regarding the health plan's performance and the counties' desire to continue in the Regional Model.

DHCS also extended Anthem's contract without seeking feedback from stakeholders although it did so under other unique circumstances for which feedback would not have been relevant. In 2014 just one year after executing the original contract, DHCS agreed to a settlement with Anthem that extended its contracts for five additional years in all of the counties in which Anthem provided Medi-Cal services, including the Regional Model counties. According to DHCS, the settlement was the result of several lawsuits Anthem filed against DHCS regarding rates that DHCS paid it to provide Medi-Cal services. Because of the settlement, the Regional Model counties are obligated to remain in that model and have Anthem serve as one of their health plans through October 2023.

Nevertheless, it appears that DHCS did not inform counties of this extension until long after it was executed. DHCS' current management were unclear about the extent of any discussions that their predecessors had with counties before extending the contract. However, according to representatives of several Regional Model

counties, DHCS did not inform them of the extension at the time it occurred. Some of these representatives informed us that they had multiple meetings with DHCS' executive staff in 2017 and early 2018 to discuss the managed care model options that were available to them after DHCS' contracts with Anthem and Health & Wellness expired. According to some of these counties, DHCS informed them during those meetings that it had extended Anthem's contract through 2023 and that it would not be able to remove them from that contract because it would incur significant financial penalties.

DHCS announced on its website that it will initiate a new request for proposals (RFP) that it anticipates releasing in 2020 for commercial managed care health plans throughout the State that include the Regional Model counties. It plans to place all of its commercial managed care health plan contracts up for bid in 2020, including Anthem's and Health & Wellness's Regional Model contracts. According to the chief deputy director, if the Regional Model counties want to join or create a COHS, they will need to begin working on the transition while DHCS' contracts with Anthem and Health & Wellness are still in place, and they will need to inform DHCS before it issues the RFP. DHCS also identified January 2024 as the potential implementation date for the Regional Model contracts. However, that implementation date is subject to change, based on the health plans' ability to provide services. According to DHCS, the four-year period for implementation is based on the amount of time needed for it to evaluate and score proposals and to ensure that the selected health plans complete all required plan readiness activities. Although DHCS indicated it is not requesting feedback from stakeholders on this RFP because the stakeholders in those affected counties already have experience with managed care, it is willing to accept any public comments it receives after it issues the request.

*DHCS announced on its website that it will initiate a new RFP that it anticipates releasing in 2020 for commercial managed care health plans throughout the State that include the Regional Model counties.*

#### **The COHS Model Is a Viable Option for the Regional Model Counties That Could Ensure That Its Beneficiaries Receive Better Access to Care**

As we discuss in Chapter 1, the majority of the providers that contract with the Regional Model health plans contract with only one of the health plans but not both. Because the COHS Model consists of a single health plan that a county directly oversees, its structure might facilitate better access to care for Regional Model beneficiaries because they could access all of its contracted providers. With the assistance of DHCS, many Regional Model counties could establish a multicounty COHS that likely would more effectively serve their beneficiaries. However, any formal change could likely not occur until the contracts with the two existing Regional Model health plans expire.

*The COHS Model May Provide Better Access to Care for the Beneficiaries in the Regional Model Counties*

As we discuss in Chapter 1, the Regional Model's use of two health plans that must each establish adequate provider networks has negatively affected beneficiaries' access to care. The majority of providers in the Regional Model contract with either of the Regional Model health plans but not both, meaning that some beneficiaries may have to travel hundreds of miles to receive care from in-network providers. In contrast, one of the defining characteristics of the COHS Model is that it consists of a single health plan that provides services to its beneficiaries. By implementing a COHS in the Regional Model counties, all of the beneficiaries in those counties would have access to all of the providers in that model. DHCS indicated that it is not aware of any evaluation that has concluded that a particular managed care model is more effective at providing access to care than another model. However, the poor access conditions we identified in the Regional Model counties led us to conclude that DHCS could benefit from performing such an evaluation to determine whether a COHS would improve access to care for those beneficiaries.

*A COHS can dedicate a greater portion of its financial resources to recruiting Medi-Cal providers to rural locations in which it operates that do not currently have such providers.*

A COHS also can dedicate a greater portion of its financial resources to recruiting Medi-Cal providers to rural locations in which it operates that do not currently have enough such providers.<sup>7</sup> A COHS is a nonprofit organization with a governing board that is largely composed of officials of the counties they serve. Because of its nonprofit status, a COHS does not dedicate a portion of the capitation payments it receives to corporate shareholders in the same way that Anthem and Health & Wellness do. Consequently, a COHS could have more flexibility than a commercial health plan to commit its resources to improving provider availability.

Additionally, because a COHS's board is composed largely of officials of the counties that it serves, these county officials have influence in directing the organization to dedicate its resources to their counties' greatest needs, including recruiting providers. According to Partnership, its board directed the organization to prioritize recruiting for providers to fill service gaps in its counties. Partnership asserts it has since committed significant resources to recruiting new providers for those counties and retaining existing providers.

*Establishing a COHS Is a Viable Option for the Regional Model Counties*

Since the completion of the rural expansion transition in 2013, at least seven counties have expressed to DHCS their interest in either switching to a COHS Model or in learning more about doing so.

We spoke with representatives of these and other counties in the Regional Model about their experiences with the rural expansion transition, their current service delivery, and their perspectives on their future involvement with managed care. Several counties identified potential benefits of the COHS Model that they do not have in the Regional Model. For example, representatives from some counties believe that the direct county oversight of a COHS can lead to the health plan's implementation of programs that address the counties' specific needs. When we spoke to Partnership, it explained that it has implemented programs to assist with the opioid epidemic in response to concerns from its counties.

DHCS' settlement with Anthem and its contract with Health & Wellness would likely preclude the counties from considering other models until those contracts expire in 2023 and 2020, respectively. Thereafter, the Regional Model counties could consider creating or joining a COHS. Federal regulations generally require that states mandating that Medicaid beneficiaries must enroll in a managed care health plan must give those beneficiaries a choice of at least two plans. However, federal regulations allow an exception for COHS Models if the COHS offers its beneficiaries a choice of at least two primary care providers.

To create a COHS that would serve multiple counties in the Regional Model, those counties would need to establish the COHS's administrative structure and provider network. For example, the counties would need to create a special commission to negotiate the contract and arrange for the provision of health care services. The counties would also need to hire personnel, procure computer systems, and establish contracts with providers, which all have associated costs. Because DHCS cannot issue health plan capitation payments until a COHS begins serving Medi-Cal beneficiaries, the COHS would not have those resources available to fund its start-up costs. Given that some of the Regional Model counties may not have sufficient staff or financial resources to fund the start-up costs of a COHS, it would seem reasonable for DHCS to provide assistance to the counties to help create the entity and hire core personnel. Further, for this same reason, it may be more cost-effective for the Regional Model counties to create a multicounty COHS for the region rather than one or more of them creating a county-specific COHS.

Although DHCS has yet to provide any such assistance to counties that currently desire to create a COHS, the chief deputy director stated that DHCS would need additional funding before it could provide assistance to counties. Similarly, DHCS indicated it does not provide financial resources to new health plans for start-up costs and would need to seek funding from the Legislature to do so.

*To create a COHS that would serve multiple counties in the Regional Model, those counties would need to establish the COHS's administrative structure and provider network.*

However, without DHCS' assistance, small and rural counties may not be able to develop the infrastructure required to change their managed care models.

Because DHCS' current staff do not have experience with establishing a COHS, we interviewed a representative of the State's most recently established COHS, Gold Coast Health Plan (Gold Coast), about the process Ventura County used to establish it in 2011. According to the representative, the formation of Gold Coast required Ventura County to hire staff to administer the health plan. Gold Coast then contracted with external vendors to perform some of its administrative functions, such as operating its claims and encounter data computer systems. Gold Coast obtained a portion of its start-up funding from one of its vendors. Gold Coast estimated that creating and staffing the COHS cost about \$15 million.

In addition, before the Regional Model counties could begin operating a new COHS, both federal regulations and state law require DHCS to evaluate whether the COHS is adequately prepared to provide services to beneficiaries. That evaluation would entail reviewing the health plan's provider network and its procedures to monitor and improve quality of care.

#### *The Cost to Deliver Managed Care Depends on the Specific Needs of the Beneficiary Population Being Served*

*DHCS pays monthly capitation payments to health plans to cover services that DHCS has contractually required the health plans to provide to beneficiaries.*

To evaluate whether the costs of delivering Medi-Cal services using a COHS in the Regional Model counties would differ from the current costs of delivering those services, we reviewed DHCS' capitation payments and other associated costs for Partnership counties and for the Regional Model counties. DHCS pays monthly capitation payments to health plans to cover services that DHCS has contractually required the health plans to provide to beneficiaries. DHCS groups eligible beneficiaries into 10 aid categories, each of which consists of individuals who have similar health risk traits. It then pays different capitation payments depending on the aid category. For example, DHCS would pay a different capitation payment for a beneficiary in the *breast and cervical cancer* aid category than for a beneficiary in the *family and adult* aid category. DHCS provides certain services to beneficiaries even though it does not require some health plans to include these services in their contracts. DHCS pays providers directly for these services, which we refer to as *noncapitated services*.

As Table 5 shows, DHCS spent more per beneficiary per month from fiscal years 2013–14 through 2016–17 to deliver services to Partnership's beneficiaries than to the Regional Model beneficiaries.

However, DHCS indicated that the overall average per-member per-month cost of providing services to Partnership beneficiaries is not a reasonable representation of how much it would cost DHCS to provide services to beneficiaries in the Regional Model counties through a COHS. The research and analytic studies chief (research chief) explained that the differences in the overall average per-member per-month cost for capitation payments between the Regional Model and Partnership was primarily driven by the variation in enrollment patterns between the model types during this period. The research chief stated that Partnership's higher overall average per-member per-month cost is attributable to its counties having enrolled a greater proportion of beneficiaries in high aid categories than the Regional Model counties enrolled. For example, DHCS determined that in fiscal year 2013–14, about 13 percent of Partnership's capitation payments were for beneficiaries in one of its disabled aid categories, while only 1 percent of the Regional Model counties' payments were for such beneficiaries.

**Table 5**  
DHCS Spent More per Member per Month for Partnership's Beneficiaries Than for the Regional Model's Beneficiaries

FISCAL YEAR	PAYMENT TYPE	MANAGED CARE MODEL TYPE	
		COHS (PARTNERSHIP)	REGIONAL MODEL
2013–14	Capitated	\$409	\$266
	Noncapitated*	231	88
	Totals	\$640	\$354
2014–15	Capitated	\$428	\$364
	Noncapitated*	195	113
	Totals	\$623	\$477
2015–16	Capitated	\$365	\$315
	Noncapitated*	201	129
	Totals	\$566	\$444
2016–17	Capitated	\$318	\$308
	Noncapitated*	210	141
	Totals	\$528	\$449

Source: Analysis of DHCS' Medi-Cal expenditures from fiscal years 2013–14 through 2016–17.

Note: According to DHCS, neither capitation payments nor noncapitated services costs include certain supplemental payments, Medicare premiums, pharmacy rebates, or settlements.

\* Noncapitated services are those that DHCS does not require health plans to provide to beneficiaries in their benefits packages. Instead, DHCS pays providers directly for the services when billed by the providers.

According to the research chief, another factor contributing to the difference between Partnership's costs and Regional Model health plans' costs is their beneficiaries' utilization of noncapitated services. For example, DHCS paid about \$27 more per member per month in fiscal year 2016–17 for Partnership's beneficiaries to receive in-home supportive services, which are noncapitated, than it did for the Regional Model beneficiaries. The research chief informed us that like capitation payments, costs relating to noncapitated services depend on the number of beneficiaries in a health plan who qualify to receive the services and the degree of assistance that each beneficiary needs. If a health plan has more beneficiaries that require noncapitated services, DHCS will pay a higher overall average per-member per-month cost for those beneficiaries. Consequently, the costs that DHCS incurs for health plans to deliver care to their beneficiaries is based on the specific needs of those beneficiaries whom the health plans serve.

### Recommendations

To ensure that all counties are aware of the managed care model options available to them and of the steps necessary to implement those models, DHCS should provide by December 2019<sup>2</sup> information to all counties that clearly defines each managed care model and the steps and legal requirements needed to establish each model.

To ensure that it makes informed decisions regarding the extension or renewal of its contracts with managed care health plans, DHCS should immediately begin the practice of requesting annual feedback from the counties that the health plans serve and of using that feedback in its decision-making process.

To ensure that beneficiaries in the Regional Model counties have reasonable access to care, DHCS should do the following by June 2020:

- Determine the specific causes of Anthem's and Health & Wellness's inability to provide reasonable access to care in the Regional Model counties.
- Evaluate whether the structural characteristics of a COHS Model would be better suited to providing reasonable access to care in the Regional Model counties and notify the counties whether a COHS would improve beneficiaries' access to care. If some or all of these counties desire to transition to a COHS, DHCS should assist them in making that change after their current contracts expire.

- Evaluate whether it has the financial resources to provide assistance to counties interested in establishing a COHS or other managed care model after the current Regional Model contracts expire. If DHCS does not have the required financial resources, it should seek an appropriate amount of funding from the Legislature.
- Provide these counties with reasonable opportunities to decide whether to change their managed care models after the expiration of the Regional Model health plan contracts. DHCS should provide counties that choose to do so sufficient time to establish their new models. DHCS should also include language in its 2020 RFP to allow Regional Model counties that can demonstrate their ability to implement a COHS Model in their county by 2023 to opt out of the RFP process.

We conducted this audit under the authority vested in the California State Auditor by Government Code 8543 et seq. and according to generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives specified in the Scope and Methodology section of the report. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

Respectfully submitted,



ELAINE M. HOWLE, CPA  
California State Auditor

Date: August 6, 2019

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## Appendix

### SCOPE AND METHODOLOGY

The Joint Legislative Audit Committee (Audit Committee) directed the California State Auditor to examine DHCS' oversight of the rural expansion and of managed care in the Regional Model counties. Specifically, the Audit Committee directed us to identify the process DHCS used to create the Regional Model, determine whether the level of care health plans have provided the Regional Model's beneficiaries has been acceptable, and identify factors that may prevent the Regional Model counties from establishing a COHS. The table below lists the objectives that the Audit Committee approved and the methods we used to address them.

#### Audit Objectives and the Methods Used to Address Them

AUDIT OBJECTIVE	METHOD
1 Review and evaluate the laws, rules, and regulations significant to the audit objectives.	Reviewed relevant federal and state laws, rules, and regulations related to DHCS' oversight of managed care, health plans' acceptable delivery of managed care, and the establishment of a COHS.
2 Identify the process by which DHCS identified and grouped the 18 counties in question into the Regional Model and evaluate the reasonableness of the process.	<ul style="list-style-type: none"> <li>Interviewed DHCS staff to identify the process it used to transition the 28 rural expansion counties, including the 18 Regional Model counties, to managed care.</li> <li>Interviewed representatives of the rural expansion counties, including the Regional Model counties, to determine how their counties learned they would be transitioning from fee-for-service to managed care, what types of interactions they had with DHCS, and whether DHCS addressed any concerns or health plan preferences they had.</li> <li>Evaluated any efforts DHCS made to communicate with counties regarding the managed care transition process.</li> <li>Reviewed and evaluated the process DHCS used to group the 18 counties into the Regional Model and whether that process was reasonable.</li> </ul>
3 For the past three years, assess the rates of claims being paid by the Regional Model commercial plans and how they compare to Medi-Cal managed care plans offered through the COHS Model.	<ul style="list-style-type: none"> <li>Evaluated available fiscal years 2015–16 through 2017–18 financial records for Anthem, Health &amp; Wellness, and Partnership to determine the amounts they spent to provide services to their beneficiaries.</li> <li>Interviewed DHCS staff to determine how it sets capitation rates.</li> <li>Evaluated the differences between the benefit packages for the Regional Model and the COHS Model and the effect that the benefit packages had on the amounts DHCS paid those models' health plans per beneficiary.</li> <li>Evaluated Medi-Cal cost data from fiscal years 2013–14 through 2016–17 for all 18 Regional Model counties and eight Partnership counties to determine how much DHCS spent to deliver services to the beneficiaries of those counties.</li> </ul>
4 Determine how DHCS selected the Regional Model commercial plans, review the terms of any relevant agreements, and assess the degree to which DHCS considered stakeholder input or other relevant factors.	<ul style="list-style-type: none"> <li>Interviewed DHCS staff to determine the process it used to select the Regional Model health plans.</li> <li>Evaluated whether DHCS followed the applicable laws when it selected the Regional Model health plans. We determined that DHCS followed relevant laws when it selected Anthem and Health &amp; Wellness to provide services in the Regional Model counties.</li> <li>Evaluated DHCS' method for requesting feedback from stakeholders before it selected the health plans, as well as the extent to which DHCS addressed that feedback during its selection process.</li> </ul>

AUDIT OBJECTIVE	METHOD
<p>5 For the counties served under the Regional Model, determine the following:</p> <p>a. Whether the level of care in those counties is disproportionately low as compared to other parts of California. To the extent possible, determine whether and how the level of care has changed since the implementation of the Regional Model.</p> <p>b. Whether the level of care received is acceptable as it relates to industry standards and state and federal requirements.</p> <p>c. Whether DHCS has taken steps to ensure that the plans adhere to the provisions of their contracts and whether DHCS has provided that information to the counties.</p> <p>d. Whether opportunities exist to improve the current level of care Medi-Cal beneficiaries receive under the Regional Model.</p>	<ul style="list-style-type: none"> <li>• Analyzed DHCS' statewide alternative access standard data to determine whether Anthem and Health &amp; Wellness provided beneficiaries in the Regional Model with access to care that was comparable to other parts of the State.</li> <li>• Analyzed statewide HEDIS data from 2015, the earliest year data was available, through 2018 to determine how the quality of care Anthem and Health &amp; Wellness provided beneficiaries in the Regional Model changed since its implementation and whether that care was comparable to other parts of the State.</li> <li>• Reviewed DHCS' and Managed Health Care's audit reports to determine whether the care that Anthem and Health &amp; Wellness provided was similar to the care provided by other plans operating in rural expansion counties.</li> <li>• Analyzed DHCS' provider directory data to calculate the number of providers with which Anthem, Health &amp; Wellness, and Partnership contracted.</li> <li>• Interviewed staff at DHCS and Managed Health Care to identify criteria defining an acceptable level of care.</li> <li>• Reviewed DHCS' and Managed Health Care's audit reports of Anthem and Health &amp; Wellness to determine whether the health plans met state, federal, and contractual requirements.</li> <li>• Analyzed HEDIS data from 2015 through 2018 to determine whether Anthem and Health &amp; Wellness met the minimum performance levels that DHCS required.</li> <li>• Analyzed DHCS' alternative access standard data to determine whether Anthem and Health &amp; Wellness provided beneficiaries in the Regional Model with access to care that met state requirements. We were unable to identify the number of beneficiaries whose access to care exceeded the state requirements because DHCS could not provide us with records that identified the number of beneficiaries assigned to each health plan by zip code.</li> <li>• Reviewed DHCS' policies and procedures related to medical audits and corrective action plans.</li> <li>• Determined the extent to which DHCS made its monitoring results available to counties and potential stakeholders.</li> <li>• Evaluated DHCS' efforts to notify counties and potential stakeholders of its monitoring and of the results of that monitoring.</li> <li>• Interviewed a selection of Regional Model and Partnership county representatives to obtain their perspectives on DHCS' efforts to notify them of its monitoring results.</li> <li>• Interviewed DHCS staff to determine whether DHCS has identified opportunities to improve the Regional Model's level of care.</li> <li>• Evaluated DHCS' policies and procedures related to alternative access standards and network certification CAPs to identify opportunities to reduce access barriers.</li> <li>• Evaluated the extent of DHCS' authority to require health plans to take corrective actions.</li> <li>• Compared provider data from the Medical Board of California and the Osteopathic Medical Board of California to DHCS' provider directory data to determine whether Anthem and Health &amp; Wellness have contracted with all of the available providers located in the Regional Model counties.</li> <li>• Evaluated the characteristics of DHCS' managed care models to determine whether any were better suited than others to serve the Regional Model counties.</li> </ul>
<p>6 Determine whether DHCS, when negotiating and extending its contract with the Regional Model commercial plans, made efforts to consider and mitigate any concerns communicated to DHCS by affected counties. Assess whether the process was sufficiently transparent.</p>	<p>Interviewed DHCS staff and a selection of Regional Model county staff to determine whether DHCS requested feedback from the counties before it extended Anthem's and Health &amp; Wellness's contracts.</p>

AUDIT OBJECTIVE	METHOD
7 Evaluate what compels the Regional Model counties to remain in the existing commercial plan model as opposed to creating or joining a COHS.	<ul style="list-style-type: none"><li>Evaluated DHCS' contracts with Anthem and Health &amp; Wellness to determine whether they require the counties to remain in the Regional Model.</li><li>Interviewed DHCS staff and other personnel at selected Regional Model and Partnership counties, Partnership, and Gold Coast to identify the processes for joining or establishing a COHS, the cost of establishing a COHS, and the entities responsible for funding the establishment of a COHS.</li><li>Evaluated federal and state laws to determine whether they impose any limitations on DHCS' contracting with an additional COHS.</li></ul>
8 Review and assess any other issues that are significant to the audit.	<ul style="list-style-type: none"><li>Interviewed DHCS staff to determine its process for approving or denying alternative access standards.</li><li>Evaluated DHCS' policies and procedures for reviewing alternative access standard requests.</li><li>Evaluated a selection of 30 alternative access standard requests to determine whether DHCS adhered to its policies and procedures when it approved them.</li></ul>

Source: Analysis of the Audit Committee's audit request number 2018-122, state law, and information and documentation identified in the column titled Method

### Assessment of Data Reliability

The U.S. Government Accountability Office, whose standards we are statutorily required to follow, requires us to assess the sufficiency and appropriateness of the computer-processed information that we use to support our findings, conclusions, and recommendations. In performing this audit, we relied on DHCS' provider directory, alternative access standard data, and HEDIS performance data to evaluate the access to care and quality of care that the Medi-Cal managed care health plans provided to their beneficiaries. Additionally, we relied on license and eligibility data from the Medical Board of California and the Osteopathic Medical Board of California in order to identify licensed medical providers who are eligible to contract with Medi-Cal. To evaluate these data, we performed electronic testing of the data, reviewed existing information about the data, interviewed agency officials knowledgeable about the data, and performed data set verification procedures. We found that the DHCS provider directory, alternative access standards, and HEDIS performance data were sufficiently reliable for the purposes of our audit.

However, during our review, we identified limitations with the Medical Board of California and Osteopathic Medical Board of California license data. Specifically, we found that the license data limited the number of practice locations for each provider and that not all providers submitted this information. As a result, we found the license data were of undetermined reliability for identifying the practice location of all providers. Although this determination may

affect the precision of some of the numbers we present, there is sufficient evidence in total to support our findings, conclusions, and recommendations.



State of California—Health and Human Services Agency  
Department of Health Care Services



GAVIN NEWSOM  
GOVERNOR

Ms. Elaine M. Howle\*  
California State Auditor  
621 Capitol Mall, Suite 1200  
Sacramento, CA 95814

Dear Ms. Howle:

The California Department of Health Care Services (DHCS) hereby provides response to the draft findings of the California State Auditor's (CSA) report entitled, *Department of Health Care Services: It Has Not Ensured That Medi-Cal Beneficiaries in Some Rural Counties Have Reasonable Access to Care*. The CSA conducted this audit and issued 13 recommendations.

DHCS agrees with nine of the recommendations, disagrees with three of the recommendations, and believes it is already in compliance with the remaining recommendation. DHCS has prepared corrective action plans to implement the nine recommendations it agrees with. DHCS appreciates the work performed by the CSA and the opportunity to respond to the findings. If you have any questions, please contact Ms. Nicole Jacot, External Audit Coordination Manager, at (916) 713-8812.

Sincerely,

Jennifer Kent  
Director

Enclosure

**Department of Health Care Services' Response to the California State Auditor's Draft Report, *Department of Health Care Services: It Has Not Ensured That Medi-Cal Beneficiaries in Some Rural Counties Have Reasonable Access to Care***  
**Report Number: 2018-122 (19-06)**

**Finding 1:** The Department of Health Care Services (DHCS) has allowed health plans to require their Medi-Cal beneficiaries to travel hundreds of miles to receive care.

**Recommendation 1**

To ensure that beneficiaries in Regional Model counties have adequate access to care, DHCS should identify by August 2020 the locations requiring additional providers and the types of providers required. It should also develop strategies for recruiting and retaining providers in those locations. If it requires additional funding to complete this assessment or to implement actions to address its findings, DHCS should determine the amounts it needs and request that funding from the Legislature.

**Current Status:** Will Not Implement

**Estimated Implementation Date:** N/A

**Implementation Plan:**

As previously stated in the responses to the audit conducted by the California State Auditor titled: "Department of Health Care Services: Millions of Children in Medi-Cal Are Not Receiving Preventive Health Services," DHCS does agree increasing the number of physicians who practice in California is beneficial for all health care delivery systems; however, such statewide assessment is not something that DHCS is the subject matter expert in given that Medi-Cal is responsible for about 30% of the health care coverage. DHCS suggests that this would be better suited for the Office of Statewide Health Planning and Development (OSHPD) and the California Workforce Investment Board and DHCS would support OSHPD in addressing this important matter. However, we do note that within DHCS' purview, DHCS has been actively involved in implementing a physician and dental provider loan repayment program using Proposition 56 funds as authorized and approved in the Budget Act of 2018. These loan repayments were targeted specifically at newly-practicing providers that agree to see a specific percentage of Medi-Cal patients in their practice (at least 30 percent) and maintain that commitment for at least five years. The loans were open to both pediatric and adult providers and additional criteria will include providers that are practicing in high-need specialty areas such as child psychiatry or practicing in a medically underserved area. On July 2, 2019, DHCS announced that it paid \$58.6 million in student loans for 247 physicians through the loan repayment program. These efforts are specifically targeted at increasing participation in Medi-Cal within the state's existing workforce.

**Recommendation 2**

To obtain assurance that health plans throughout the state exhaust all of their reasonable options to meet the access requirements, DHCS should immediately begin doing the following: Develop written guidance that specifies the conditions under which staff should approve, deny, or contact health plans for clarification regarding their alternative access requests.

**Current Status:** Not Fully Implemented

**Estimated Implementation Date:** July 2020

**Implementation Plan:**

DHCS currently has written guidance that is used to process alternative access requests. DHCS ensures that the alternative access requests are being process correctly through a secondary review process that includes multiple levels of management. DHCS will continue to expand on the existing guidance, including information on process changes that will be put into place for the July 1, 2020, annual network certification process. (2)

**Recommendation 3**

To obtain assurance that health plans throughout the state exhaust all of their reasonable options to meet the access requirements, DHCS should immediately begin doing the following: Determine a specific minimum number of providers that health plans must attempt to contract with prior to requesting an alternative access standard.

**Current Status:** Not Fully Implemented

**Estimated Implementation Date:** July 2020

**Implementation Plan:**

DHCS is in the process of modifying the alternative access request process for the July 1, 2020, annual network certification. The health plans will be required to search the same databases that DHCS uses when reviewing alternative access requests. If a provider is identified that is in closer proximity to what has been requested, the health plan will be required to submit contracting efforts to DHCS. DHCS would note that the amended process will be more stringent than what the CSA is suggesting. Previously, DHCS had a process that required the health plans to attempt to contract with a minimum number of providers and report that information to DHCS. DHCS was unable to process the requests in a timely fashion due to health plan errors. The enhancements that DHCS has made to date and is in the process of operationalizing for the July 1, 2020, annual network certification are both stricter and more efficient than what has been done in the past. (3)

**Recommendation 4**

To obtain assurance that health plans throughout the state exhaust all of their reasonable options to meet the access requirements, DHCS should immediately begin doing the following: Require health plans to report on their attempts to contract with providers when submitting their alternative access standard requests, including providing evidence of their efforts, such as the contact information for each provider with which they have attempted to contract.

**Current Status:** Not Fully Implemented

**Estimated Implementation Date:** July 2020

**Implementation Plan:**

DHCS is in the process of modifying the alternative access request process for the July 1, 2020, annual network certification. The health plans will be required to search the same databases that DHCS uses when reviewing alternative access requests. If a provider is identified that is in closer proximity to what has been requested, the health plan will be required to submit contracting efforts to DHCS that would demonstrate why a health plan was unable to enter into such contracts.

**Recommendation 5**

To obtain assurance that health plans throughout the state exhaust all of their reasonable options to meet the access requirements, DHCS should immediately begin doing the following: Establish a process for periodically verifying the health plans' efforts, such as contacting a sample of the listed providers and determining whether the plans attempted to contract with them.

**Current Status:** Not Fully Implemented

**Estimated Implementation Date:** September 2019

**Implementation Plan:**

DHCS has already established a process to select a random sample of alternative access approvals and verify health plan contacting efforts. This process is currently underway for the approvals issued for the annual network certification process that was completed on July 1, 2019. DHCS aims to complete the sampling and analysis by September 2019.

**Recommendation 6**

To obtain assurance that health plans throughout the state exhaust all of their reasonable options to meet the access requirements, DHCS should immediately begin doing the following: Require health plans to authorize out-of-network care if they do not demonstrate they have exhausted all of their reasonable options to meet the access requirements, unless the health plans can demonstrate that closer providers are demanding unreasonably high rates or have documented deficiencies in quality of care.

④

**Current Status:** Will Not Implement/Already In Compliance

**Estimated Implementation Date:** N/A

**Implementation Plan:**

This is a current requirement in the health plan contract. The health plan contract requires that health plans allow beneficiaries to obtain medically necessary covered services from out-of-network providers if the services cannot be provided in-network. A

link to the current health plan boilerplate contract is listed below, but this requirement can be found in Exhibit A, Attachment 9 - Out of Network Providers. If DHCS denies an alternative access request, the health plan will be held to the contractual requirements prescribed in their contract and state and federal law. DHCS will deny alternative access requests when the department determines that there are potentially willing providers and a health plan has not sufficiently demonstrated that it made efforts to contract and providers were not willing to contract for reasonable rates. ④

<https://www.dhcs.ca.gov/provgovpart/Pages/MMCDBoilerplateContracts.aspx>

#### **Recommendation 7**

To ensure that it promptly and sufficiently notifies counties and other stakeholders about health plans' quality of care deficiencies, DHCS should immediately do the following: (a) Post its medical audit reports to its website within one month after it issues the audit to the health plan. (b) Include information about its recently published medical audit reports and other monitoring efforts in its communication with counties and other stakeholders on its mailing list. (c) Ensure that relevant county officials are included on its mailing lists.

**Current Status:** Not Fully Implemented

**Estimated Implementation Date:** September 2019

#### **Implementation Plan:**

DHCS is currently in compliance with its state law requirements to post annual medical audits and their corrective action plans to its website once they have both been completed. DHCS does post its audit reports to its website once they have been completed and meet various requirements for public posting, such as accessibility. DHCS will include additional information on its monitoring efforts in its communications with stakeholders through its mailing lists. ⑤

**Finding 2: DHCS has not ensured that all Medi-Cal beneficiaries in the rural expansion counties receive services through a model that best meets their needs.**

#### **Recommendation 8**

To ensure that all counties are aware of the managed care model options available to them and of the steps necessary to implement those models, DHCS should provide by December 2019 information to all counties that clearly defines each managed care model and the steps and legal requirements needed to establish each model.

**Current Status:** Not Fully Implemented

**Estimated Implementation Date:** December 2019

**Implementation Plan:**

⑥ DHCS already provides via the DHCS website, the various Plan Model types and a description of each model. However, DHCS agrees to post additional information on the DHCS website for counties to access, that provides information on the steps and legal requirements to establish each model. In addition, DHCS has been willing to meet with counties when requested to discuss issues about managed care and answer questions regarding the models.

Link to current DHCS website for Plan Model Type information:

<https://www.dhcs.ca.gov/services/Documents/MMCD/MMCDModelFactSheet.pdf>

**Recommendation 9**

To ensure that it makes informed decisions regarding the extension or renewal of its contracts with managed care health plans, DHCS should immediately begin the practice of requesting annual feedback from the counties that the health plans serve and of using that feedback in its decision-making process.

**Current Status:** Not Fully Implemented

**Estimated Implementation Date:** July 2020

**Implementation Plan:**

⑥ DHCS agrees to implement a practice of requesting annual feedback from the counties that the health plans serve and use that feedback in its decision-making process when extending or re-procuring health plan contracts.

**Recommendation 10**

To ensure that beneficiaries in the Regional Model counties have reasonable access to care, DHCS should do the following by June 2020: Determine the specific causes of Anthem's and Health and Wellness's inability to provide reasonable access to care in the Regional Model counties.

**Current Status:** Not Fully Implemented

**Estimated Implementation Date:** June 2020

**Implementation Plan:**

DHCS will conduct an analysis of access in the Regional Model using available data, existing workforce shortages information, alternative access standard requests, the independent Access Assessment required under the Special Terms and Conditions of the 1115 Waiver that is being conducted by the DHCS External Quality Review Organization, and other relevant information pertinent to the analysis as its being designed.

### **Recommendation 11**

To ensure that beneficiaries in the Regional Model counties have reasonable access to care, DHCS should do the following by June 2020: Evaluate whether the structural characteristics of a County Organized Health System (COHS) model would be better suited to providing reasonable access to care in the Regional Model counties and notify the counties whether a COHS would improve beneficiaries' access to care. If some or all of these counties desire to transition to a COHS, DHCS should assist them in making that change after their current contracts expire.

**Current Status:** Not Fully Implemented

**Estimated Implementation Date:** Unknown

#### **Implementation Plan:**

Will implement as needed. As noted in recommendation ten, DHCS will conduct an analysis of access in the Regional Model. Once this analysis has been completed, DHCS will use the results to determine next steps. Additionally, DHCS has and will remain open to meeting with counties and plans to discuss what is necessary to transition to a different model.

⑦

### **Recommendation 12**

To ensure that beneficiaries in the Regional Model counties have reasonable access to care, DHCS should do the following by June 2020: Evaluate whether it has the financial resources to provide assistance to counties interested in establishing COHSs or other managed care models after the current Regional Model contracts expire. If DHCS does not have the required financial resources, it should seek an appropriate amount of funding from the Legislature.

**Current Status:** Will Not Implement

**Estimated Implementation Date:** N/A

#### **Implementation Plan:**

⑧

DHCS will not implement as DHCS does not have the financial resources to provide direct financial assistance to counties to establish a Health Care Plan. The county interested in establishing a COHS would be responsible for seeking the necessary funding (from any source, whether county, state, or other) and overall county support to establish the COHS plan.

### **Recommendation 13**

To ensure that beneficiaries in the Regional Model counties have reasonable access to care, DHCS should do the following by June 2020: Provide counties with reasonable opportunities to decide whether to change their managed care models after the expiration of the Regional Model health plan contracts. DHCS should provide counties who choose to do so sufficient time to establish their new models. DHCS should also include language in the 2020 request for proposals (RFP) to allow Regional Model

counties that can demonstrate their ability to implement a COHS model in their county by 2023 to opt out of the RFP process.

⑨ **Current Status:** Will Not Implement

**Estimated Implementation Date:** N/A

**Implementation Plan:**

⑨ The RFP release and the dates of implementation will not preclude counties from seeking a COHS model in those counties that are a part of the RFP. We would expect counties and plans interested in switching to a COHS model in any of the RFP counties to make DHCS aware during the RFP process, which should provide them a reasonable amount of time to choose to opt out of the RFP process and take the necessary steps to implement a COHS model.

## COMMENTS

### CALIFORNIA STATE AUDITOR'S COMMENTS ON THE RESPONSE FROM THE DEPARTMENT OF HEALTH CARE SERVICES

To provide clarity and perspective, we are commenting on DHCS' response to our audit. The numbers below correspond to the numbers we have placed in the margin of DHCS' response.

We stand by our recommendation. As we state on page 24, given DHCS' critical role in overseeing the State's provision of Medi-Cal services, we believe that it is well positioned to perform the assessment of locations requiring additional providers and strategies for recruiting those providers we describe. If DHCS believes that it would benefit from collaborating with other state agencies, we would encourage it to do so while still maintaining overall responsibility for performing this assessment.

①

Contrary to its assertion, the written guidance DHCS currently uses to process alternative access requests, which we evaluated during the audit, is inadequate. As we state on page 21, DHCS lacks formal guidance specifying the conditions under which its staff should approve or deny a request. Consequently, DHCS cannot ensure that its staff approve only those requests in which health plans have demonstrated that they exhausted all reasonable options to obtain closer providers so that beneficiaries are not required to travel excessive distances to receive care.

②

DHCS' statement is incorrect. As we state on page 20, DHCS has not established a minimum number of providers that health plans should attempt to contract with in a designated location before it considers an alternative access standard request. By not requiring health plans to demonstrate that they have attempted to contract with a minimum number of providers before approving their alternative access standard requests, DHCS cannot ensure that the health plans have exhausted all reasonable efforts to seek providers that are closer to beneficiaries.

③

We disagree with DHCS' statement that it is already in compliance with our recommendation. We acknowledge that the current contracts for Anthem and Health & Wellness contain a requirement that the health plans must allow beneficiaries to obtain medically necessary covered services from out-of-network providers if they cannot provide the services in-network. However, we did not observe DHCS sufficiently enforcing this requirement during our audit. As we report on page 21, DHCS initially placed health plans

④

on network certification CAPs in 2018 to enforce the requirement but closed those CAPs after approving alternative access standard requests for those health plans that were still unable to meet access requirements. However, DHCS approved those requests even when health plans did not demonstrate that they had exhausted all reasonable options to obtain closer providers. We look forward to reviewing DHCS' 60-day response to the audit recommendations to learn about the steps that it will implement to enforce this contract requirement when it determines that health plans have not made sufficient efforts to contract with providers.

- ⑤ DHCS misses the point of our recommendation, which is to ensure that it promptly and sufficiently notifies counties and other stakeholders about health plans' quality of care deficiencies. Although state law allows DHCS to delay the publication of health plan audits until the health plans complete the medical audit CAPs, which we acknowledge on page 30, we believe counties could better assist their beneficiaries if DHCS informed them of performance issues more promptly. Therefore, to provide this important information in a more timely manner to counties, we recommended DHCS post its medical audit reports to its website within one month after it issues the audit to the health plan, which state law allows.
- ⑥ We look forward to reviewing DHCS' 60-day response to learn about the progress it has made to post additional information regarding the steps and legal requirements to create each model. However, DHCS also needs to send this information directly to counties—especially rural counties that lack resources and ability to seek such information—to ensure that they are informed of their managed care options. Simply posting or updating information on DHCS' website does not necessarily ensure that counties become aware of such information; we cite examples on page 30 of counties that find DHCS' website overwhelming or that experience difficulties finding information on DHCS' website about health plans.
- ⑦ DHCS' approach to implement this recommendation does not sufficiently address the issues we identified with access to care. As we state starting on page 39 of the report, there are structural aspects of the COHS Model that may provide better access to care for beneficiaries in the Regional Model counties than those beneficiaries currently receive. However, the analysis that DHCS refers to, which is described in its implementation plan for recommendation 10, does not include an evaluation of whether the COHS Model would be better suited to provide reasonable access to care in the Regional Model counties. Until DHCS performs the evaluation we recommend and proactively assists counties

that desire to transition to a COHS, those counties with limited resources may not be able to establish the health care systems that could best serve their beneficiaries.

We disagree with DHCS' perspective. Because the Regional Model includes many counties that may desire to transition to a single multicounty COHS, we believe that it would be more effective for DHCS to submit a consolidated funding request to the Legislature rather than for each county to submit its own individual request. As we state on page 7, DHCS is the state agency responsible for administering Medi-Cal. By submitting a single request, DHCS would help expedite authorization of such funding and would also help ensure that all of the counties are treated equitably, despite differences in their size and resources. As we characterize on page 42, small and rural counties may not be able to develop the infrastructure required to change their managed care models without DHCS' assistance.

⑧

We disagree with DHCS' determination that it does not need to implement our recommendation. Although DHCS acknowledges that the release of the RFP and the dates of implementation will not preclude affected counties from seeking a COHS Model, it did not specify that it would include that provision in the RFP. By implementing our recommendation to include language in the 2020 RFP to allow counties to opt out of the Regional Model if they can demonstrate their ability to implement a COHS Model, DHCS would demonstrate its commitment to helping small and rural counties improve the access to care for their beneficiaries.

⑨



**Date:** March 4, 2021

**To:** Honorable Board of Supervisors

**From:** Andrew Woodruff, Director

**CC:** Nancy Selvage, Human Resources

**Agenda:** Item for March 16, 2021

**Recommendation:** Approve a Resolution to Amend the FY 2020-2021 County Personnel Allocation in Budget Units 70560, 70561 and 70566 in the Health Education Coordinator I/II, Health Education Specialist and Community Outreach Coordinator positions, Effective March 22, 2021. Approved by the Director of Human Resources.

**Background:** As the Board is aware, Plumas County Public Health Agency manages multiple grants in various Budget Units. As duties change, so does the funding source supporting those duties. At this time Plumas County Public Health Agency requests for the Health Education and Community Outreach Coordinator positions.

**Fiscal Impact:** There is no fiscal impact as this is not an increase to the allocation just a adjustment to the Budget Units.

A copy of the Resolution Amending the 2020-2021 County Personnel Allocation for Public Health is attached for your review.

Please contact me if you have any questions or need additional information. Thank you.

RESOLUTION NO: \_\_\_\_\_

**RESOLUTION AMENDING THE 2020-2021 COUNTY PERSONNEL ALLOCATION  
FOR PUBLIC HEALTH IN BUDGET UNITS 70560, 70561 AND 70566  
EFFECTIVE MARCH 22, 2021.**

**WHEREAS**, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the classification plan covering all positions in the County service; and

**WHEREAS**, these positions are necessary in the daily operational needs of the Public Health Agency; and

**NOW, THEREFORE BE IT RESOLVED** by the Plumas County Board of Supervisors as follows: Approve the amendment to the Position Allocation for Budget Unit 70560, 70561 and 70566 in Fiscal Year 2020-2021 to reflect the following:

<b>Budget Unit 70560</b>	<b>Current FTE</b>	<b>Change</b>	<b>New FTE</b>
HEC I/II, HES, COC	11.80	.40	12.20

<b>Budget Unit 70561</b>	<b>Current FTE</b>	<b>Change</b>	<b>New FTE</b>
HEC I/II, HES, COC	.55	-.20	.35

<b>Budget Unit 70566</b>	<b>Current FTE</b>	<b>Change</b>	<b>New FTE</b>
HEC I/II, HES, COC	.55	-.20	.35

The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board on the 16<sup>th</sup> day of March 2021 by the following vote:

<b>AYES:</b>	Supervisors:
<b>NOES:</b>	Supervisors:
<b>ABSENT:</b>	Supervisors:

\_\_\_\_\_  
Chair, Board of Supervisors

\_\_\_\_\_  
Clerk, Board of Supervisors



# PCPHA

PLUMAS COUNTY PUBLIC HEALTH AGENCY

363



*Growing Healthy Communities*

**Date:** March 28, 2021

**To:** Honorable Board of Supervisors

**From:** Andrew Woodruff, Director

**Agenda:** Item for March 16, 2021

**Recommendation:** Approve a Supplemental Budget of unanticipated revenue from CARES funding in Senior Nutrition Budget Unit 20830 in the amount of \$50,000 for FY 20-21 for additional meals served due to COVID-19 Pandemic.

**History/Background:** As the Board may recall, the County received CARES funding which was allocated to the Senior Nutrition Program for additional meals. These funds were never budgeted in the Senior Nutrition budget. Plumas County Senior Services has increased home delivered meals to seniors threefold. Both food and household line items are short due to these additional expenses. With invoices paid through January we are 74% spent out in food line item 520300. Our household line where we purchase the to go containers for meals is 91% spent out.

At this time Public Health is requesting \$50,000.00 added to the budget.

A copy of the Supplemental Budget with line item detail is attached for your review and has been approved by the Auditor.



530-283-6337 OFFICE  
530-283-6425 FAX



270 County Hospital Rd, Suite 206  
Quincy, California 95971



<http://countyofplumas.com/publichealth>

**COUNTY OF PLUMAS  
REQUEST FOR BUDGET APPROPRIATION TRANSFER  
OR SUPPLEMENTAL BUDGET**

**TRANSFER NUMBER**  
(Customer Use Only)

Department: **Senior Nutrition**      Dept. No. **20630**      Date **3/5/2021**

The Reason for this request is (check one):		Approval Required
A. <input type="checkbox"/>	Transfer to or from Contingencies	Board
B. <input checked="" type="checkbox"/>	Supplemental Budgets (including budget reductions)	Board
C. <input type="checkbox"/>	Transfers to/from or new Fixed Asset, within a 51XXX	Board
D. <input type="checkbox"/>	Transfer within a department, except fixed asset	Auditor
E. <input type="checkbox"/>	Establish any new account except fixed assets	Auditor

X | SUPPLEMENTAL REVENUE ACCOUNTS

CHECK "TRANSFER FROM" IF TRANSFER WITHIN EXISTING BUDGET, CHECK "SUPPLEMENTAL REVENUE" IF SUPPLEMENTAL, NEW UNBUDGETED REVENUE

FUND #	DEPT #	ACCT #	NAME OF BUDGET ITEM	\$ AMOUNT
0001N	20830	48007	Transfer- CARES	\$ 50,000.00

Total (must equal transfer to total) **\$ 50,000.00**

**TRANSFER TO OR  
X SUPPLEMENTAL EXPENDITURE ACCOUNTS**

CHECK "TRANSFER TO" IF TRANSFER WITHIN EXISTING BUDGET, CHECK "SUPPLEMENTAL REVENUE" IF SUPPLEMENTAL, NEW UNBUDGETED REVENUE/ET

Total (must equal transfer to total) \$ 50,000.00

**Supplemental budget requests require Auditor/Controller's signature**

Please provide copy of grant award, terms of award, proof of receipt of additional revenue, and/or backup to support this request.

In the space below, state (a) reason for request, (b) reason why there are sufficient balances in affected accounts to finance transfer, (c) why transfer cannot be delayed until next budget year (attach memo if more space is needed) or (d) reason for the receipt of more or less revenue than budgeted.

(A) Unanticipated CARES funding was received from County for additional meals served due to COVID - \$68,497. Both Food and Household line items are short due to additional expense for served meals. Requesting to use \$50,000 for Food and Household Expense. The difference of \$18,497 will be deducted from the 2nd payment of GF contribution should it not be needed.

(B) N/A

C FY 20/21 expenses

(D) N/A

Approved by Department Signing Authority: J. Miller R. ...

Approved/Recommended  Disapproved/Not recommended

Auditor/Controller Signature: J. Miller 3/5/21

Board Approval Date: \_\_\_\_\_ Agenda Item No. \_\_\_\_\_

Clerk of the Board signature: \_\_\_\_\_

Date Entered by Auditor/Controller \_\_\_\_\_ Initials \_\_\_\_\_

INSTRUCTIONS:

Original and 1 copy of ALL budget transfers go to Auditor/Controller. If supplemental request, they must go to the Auditor/Controller. Original will be kept by Auditor. Copies returned to Department after it is entered into the system.

Supplemental transfer must have Auditor/Controllers signature. Auditor/Controller will forward all signed, supplemental transfers to the Board for approval.

If one copy of agenda request and 13 copies of Board memo and backup are attached, the entire packet will be forwarded, after all signatures are obtained, to the Clerk of the Board. If only the budget form is sent, it will be returned to the Department after all signatures are obtained.

Transfers that are going to be submitted to the Board for approval:

A. Must be signed by the Auditor/Controller; if supplemental must be signed by the Auditor/Controller.



Julie A. White  
PLUMAS COUNTY TREASURER - TAX COLLECTOR - COLLECTIONS ADMINISTRATION

3H1

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P.O. Box 176 • Quincy, CA 95971-0176 •  
E-mail: [pctlc@countyofplumas.com](mailto:pctlc@countyofplumas.com)  
(530) 283-6260

Kelsey Hostetter, Assistant Treasurer-Tax Collector  
(530) 283-6259

**DATE:** March 5, 2021

**TO:** The Honorable Board of Supervisors

**FROM:** Julie A. White, Plumas County Treasurer-Tax Collector/Collections  
Administrator

**SUBJECT:** Request Approval to Recruit and Fill Vacant, Allocated and Funded 1.0 FTE Tax Specialist I/II.

**Recommendation:** Approve the filling of a vacant, funded and allocated Tax Specialist I/II and Authorize Human Resources to Recruit and Fill

**Background and Discussion:** The Treasurer-Tax Collector is requesting approval to fill a Tax Specialist I/II position which became vacant due to a retirement. The allocation of the department is for a Treasurer Tax Collections Officer I/II OR Tax Specialist I/II. The TTC Collections Officer I/II is a higher level position within the department and requires at least 2 years experience in a Treasurer-Tax Collector's office. The Tax Specialist I/II is an entry level position.

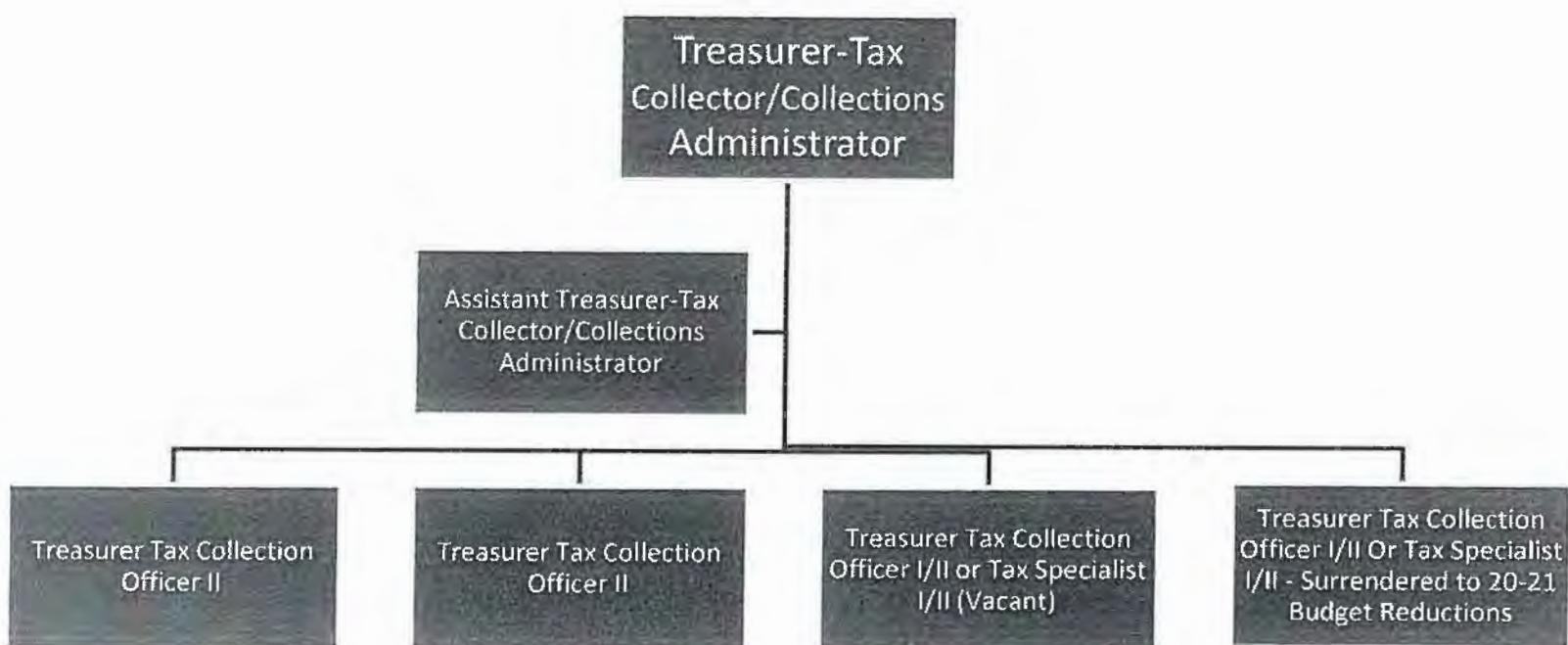
The Treasurer-Tax-Collections Division has had 5 employees for several years. The retirement has the office at 4 staff which is not sufficient enough to maintain office functions.

Thank you for your time and consideration.

## QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

- Is there a legitimate business, statutory or financial justification to fill the position?
  - The office has functioned with 5 staff members for several years. A vacant/allocated/funded position was eliminated during the 2020 – 2021 budget cycle. There was a retirement February 28<sup>th</sup>, 2021 leaving 4 staff members.
  - The Treasurer-Tax Collector-Collections office is the main revenue generating department within the County. All county and special district deposits are processed daily, County checks are cleared, and projected cash management and investing. Property taxes are collected along with assisting tax payers with their bills, delinquencies and payment plans. Collection of delinquent Court fines and fees of other County departments are also collected. There are several tax notices and collection notices that are mailed to clients.
  - The Tax Collector's office is implementing the new TOT software which will be able to collect the TOT, TBID, track rentals with more accuracy to maintain and increase TOT collections. If we remain at 4 staff members this project and much needed upgrade will not be given priority.
  - The MUNIS financial system has not been fully implemented within the Treasurer-Tax Collector's office. The system remains a challenge for our department and takes additional staff time to maintain. The MUNIS representative for the Finance implementation has resigned and another Munis training personnel has not been appointed at this time.
- Why is it critical that this position be filled at this time?
  - As mentioned, there are 4 staff members which is not sufficient to operate this department. Not only will the work responsibilities be jeopardized but the department will not have sufficient staff to cover potential illness, COVID exposure, appointments and vacation time. It is our policy that there aren't to be less than two employees in the office when open to the public for safety of the employee and the assets of the County.
- How long has the position been vacant?
  - February 28<sup>th</sup>, 2021, retirement date.
- Can the department use other wages until the next budget cycle?
  - The position is vacant, funded and allocated currently in the 2020-2021 budget. There is no need for other wages and the department does not budget for other wages.

- What are staffing levels at other counties for similar departments and/or positions?
  - Comparable at 5 – 6 FTE's.
- What core function will be impacted without filling the position prior to July 1?
  - The collection efforts, response to other County departments and the public will not be as efficient and the TOT software program will not have priority. The tax default property auction will not be held, which reimburses the County the tax losses from non-payment of taxes using the teeter plan.
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1?
  - The pursuit of collections for taxes, delinquent court collections, fines, TOT will be impacted by not enough staff to address the collection efforts.
- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments?
  - N/A
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions?
  - There should not be any additional expenditures within the 2020-2021 fiscal year.
- Does the budget reduction plan anticipate the elimination of any of the requested positions?
  - The budget reduction plan has eliminated 1 FTE already in the 2020-2021 budget. The eliminated position was an entry level position.
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?
  - The Treasurer-Tax Collector's office does not anticipate needing additional general fund support in the next 2 years. The budget of the office is status quo. Previously we have requested for new computers or office equipment that is extremely outdated. Those items have been addressed in recent budgets.
- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years?
  - No, the Treasurer-Tax Collector's office does not budget reserves.



March 2, 2021

Before you is the presentation of a proposal regarding a new community function to be known as Saturday Morning Market. Starting at the end of May the market would run through the end of September to be located at the Dame Shirley Park.

I present this presentation to the county Board of Supervisors to formally request a place on the agenda for discussion and possible action.

In summary, I am asking for all county fees to be waived for this function for the park and individual vendor fees. The cost breakdown is listed on page one of the presentations.

Supporting information is provided with the specific ordinance and application for park rental.

By waiving all fees, the Saturday Morning Market can accept a larger vendor participation and prime location for downtown foot traffic engaging in commerce.

By lowering the budget, this could provide maximum participation from individual vendors and put more funds towards marketing and advertising in hopes for more vendor partners and more community participation. See current position on page one.

The risk of not cutting fees will prohibit the possibility of having the function, and or reduce vendor participation and will also leave less funds available for advertising.

In conclusion, I am recommending the waiver of all county fees for the Saturday Morning Market.

The timeline for a motion to approve is on or before April 1, 2021 in order to move forward with solicitation of vendor participants and progress with marketing and advertising.

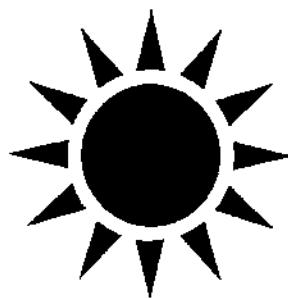
Thank you.

**Saturday Morning Market**

**Dame Shirley Park, Quincy**

**Lori A Ellermeyer**

**February 9, 2021**



Tue. Feb. 9, 2021

**PURPOSE:**

- Facilitate plan and organize a community function starting tentatively the end of May through September, all Saturdays. Known as, Saturday Morning Market
- Asking the Plumas County Board of Supervisors to waive county permit fees and county park fees regarding starting a Saturday morning market at Dame Shirley Park.
  - The function would be a hybrid model of Arts, Crafts and flea vendors.
  - \*Note: Dates and times with adherence to Public Health guidelines regarding Covid-19 at that time.

**CURRENT POSITION:**

- County ordinance states that all vendors must apply for an annual permit which the fee is \$200 and have a background check, fee \$25.
- Secondhand vendors fee is \$50 annually.
- Junk vendor is \$25 quarterly.
- Exemption of fees only applies to formerly recognized Art Fairs, Farmers Markets, events held at the fairgrounds or charitable events.
- Fees could also potentially be waived if the function was sponsored by the Quincy Chamber of Commerce or maybe an arts council.
- The fee schedule for Dame Shirley Park is a deposit of \$100 plus \$80 for every day requested and General Liability Insurance for every event carried by the coordinator of the function.
  - The Quincy Chamber of Commerce is not willing to sponsor this function.
  - The arts council has not been contacted.
  - I would prefer to stay independent and not have to rely on an organization for a sponsorship.
  - See attached starting organizational fees.
  - \*See attached copy of county ordinance.

**GOALS & POTENTIAL POSSIBILITIES**

- Bring the community together with focus on connection to one another.
- Improve community moral and mental health.
- Establish a town identity. (I.e., recognize every Saturday morning as an event)
- Start new tradition.
- Showcase and support local business.
- Potential to attract new business.
- Invite tourism and foot traffic to the area.
- Potential to coordinate with other events. Example, car show or motorcycle rally etc.

## PROPOSAL

In conclusion, I would like to organize a new community function in downtown Quincy. Providing a centralized location for local people to buy and sell art, crafts and flea market items while supporting our small businesses. In order to accomplish this, I need to lower the cost for startup and to the vendors to have a more productive outcome. I have the time, energy and experience to take on this new adventure and I would really like as much support as possible to be fully successful.

Thank you for your time and consideration.

Lori A Ellermeyer  
185 Leonard Ave.  
Quincy, CA 95971  
(530) 616-0713  
msloricann@gmail.com

### Other Notes:

This venue is not considered a Farmers Market as that implies the sale of produce, prepared foods and beverages. Sale of any of these items will not be permitted.

A farmer's market also must be permitted through Environmental Health.

Also, the General Liability Insurance is higher.

Exception to this is packaged Honey and horticulture.

Another goal is to support local restaurants, bakeries and coffee shops during this time of the day.

## ESTIMATED PERSONAL COSTS FOR START REQUIRED UP FRONT

### General Liability Insurance

- Local Broker \$500- \$750 (annual only)
- Online Broker \$315 (4 months)

County permit for each vendor \$200 (annual)

Background Check \$25

County Facilities park fee \$1,540

\$100 refundable deposit,  
\$80 per each day of use x 18

DBA \$125

BUSSINES CHECKING ACCT. \$25

MARKETING & ADVERTISING \$1,325

KQNY \$200

Wild Hair Signs \$650

1000 flyers \$175

Plumas News \$150

Social Media \$5 per day x 10

Donation for Events Calendar to Plumas Co. Tourism Recreation & Hospitality Council \$100

**TOTAL PERSONAL COST \$3,740**

TO OFFSET THESE COSTS EACH VENDOR WILL BE CHARGED A FLAT FEE OF \$25 FOR EACH TIME OF PARTICIPATION.

\$3,740 divide by 18 SATURDAYS = 9 VENDORS EVERY SATURDAY

IF THE AMOUNT OF FUNDS EXCEEDS THE COST OF EXPENSES, THE MONEY WILL BE HELD IN A BUSINESS ACCOUNT FOR THE FOLLOWING YEAR TO COVER SAME COSTS.

Sec. 5-1.205. - Exemptions.

A license shall not be required for an itinerant vendor participating in any of the following events with the authorization of the event organizer:

- (a) An outdoor festival operating with a festival license issued in accordance with Chapter 6.
- (b) Any authorized activity which is undertaken completely within the boundaries of the Plumas County Fairgrounds.
- (c) Art fairs formally recognized by the Board.
- (d) Farmers markets formally recognized by the Board.

The license exemption provided by this section shall not exempt a vendor or peddler from any other requirements of local or state law, including, without limitation, collection of applicable sales tax, compliance with requirements for weights and measures, and any applicable public health requirements related to food sales.

(§ 71204, P.C.O.C., as amended by § 1, Ord. 79-354, eff. January 17, 1980; repealed by § 1, Ord. 80-385, eff. July 31, 1980, as amended by § 7, Ord. 2010-1074, adopted July 13, 2010)

Sec. 5-1.206. - Exceptions.

The license requirements of this article shall not apply to persons selling products where the proceeds are to be used for recognized charitable or public purposes provided the person who obtains such proceeds from sales receives no part thereof for his or her services.

(§ 8, Ord. 2010-1074, adopted July 13, 2010)

Sec. 5-1.207. - Authorization from property owner.

It shall be unlawful for an itinerant vendor or peddler to conduct business on any property without having in his or her possession the written authorization of the property owner.

(§ 9, Ord. 2010-1074, adopted July 13, 2010)

Article 3. - Secondhand and Junk Dealers

*Footnotes:*

-- (1) --

*Editor's note— Article 3 entitled "Pawnbrokers and Secondhand and Junk Dealers", consisting of Sections 5-1.301 through 5-1.313, recodified from Sections 71300 through 71314, P.C.O.C., as amended by Ordinance 417, emended in its entirety by Ordinance No. 83-539, effective June 2, 1983.*

Sec. 5-1.301. - Licenses: Fees.

Every person carrying on those businesses defined in Article 3 and 4 of Chapter 9 of Division 8 (commencing with Section 21600) of the Business and Professions Code of the State shall pay to the Sheriff the license fees set forth in this section:

- (a) For the business of secondhand dealer, the license fee shall be Fifty and no/100ths (\$50.00) Dollars per year; and
- (b) For the business of junk dealer, the license fee shall be Twenty-Five and no/100ths (\$25.00) Dollars per quarter.

(§ 1, Ord. 83-539, eff. June 2, 1983)

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(§ 1, Ord. 83-539, eff. June 2, 1983)



## DEPARTMENT OF FACILITY SERVICES & AIRPORTS

198 ANDY'S WAY, QUINCY, CALIFORNIA 95971-9645  
(530) 283-6299 FAX: (530) 283-6103

Kevin Correira  
Director

**ALL FEES SHALL BE PAYABLE TO THE COUNTY OF PLUMAS AND ARE TO BE PAID AT  
THE LOCATIONS DESIGNATED BELOW**

**Quincy Courthouse & Grounds**

**Dame Shirley Plaza**

**Quincy Memorial Hall**

Department of Facility & Airport Services  
198 Andy's Way, Quincy CA 95971  
(530) 283-6299  
Monday thru Friday 8:00AM to 5:00PM

**Chester Memorial Hall**

**Chester Park**

**Almanor Recreation Center**

KJ's Cleaning Service  
PO Box 426, Chester CA 96020  
(530) 258-3203  
Monday thru Friday 8:00AM to 5:00PM

**Greenville Town Hall**

Irene Andrews  
Call: (530) 284-1586  
Monday thru Friday 8:00AM to 4:00PM

**Portola Memorial Hall**

Bobby Rodriguez  
449 West Sierra Ave  
Portola CA 96122  
Call: (530) 832-4173  
Monday thru Friday 8:00AM to 12:00PM

**Taylorsville Campground & Picnic Ground**

Barbara Short  
Call: (530) 251-7846  
April 15 thru October 15

# EXHIBIT A

## APPLICATION FOR THE USE OF PLUMAS COUNTY FACILITIES AND GROUNDS

**Section 1 (All applicants)**

Name of requested facility: \_\_\_\_\_

Name of applicant: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing address (if different): \_\_\_\_\_

Phone number: \_\_\_\_\_ Message/Work: \_\_\_\_\_

Date(s) of event: \_\_\_\_\_

Scheduled time of event from set up through clean up: \_\_\_\_\_

Type of function: \_\_\_\_\_

Estimated attendance: \_\_\_\_\_

Do you need to rent the kitchen? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is alcohol going to be on Plumas County property? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is alcohol going to be served/sold? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is electricity/water required? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are minors to be admitted? \_\_\_\_\_ Yes \_\_\_\_\_ No

Names of three adult supervisors during use of facilities by youth groups/organizations:  
\_\_\_\_\_  
\_\_\_\_\_

Name of Organization (if applicable)  
\_\_\_\_\_  
\_\_\_\_\_

---

**Section 3 (Office Use Only)**

Date rental fee paid: \_\_\_\_\_ Check # \_\_\_\_\_ Receipt # \_\_\_\_\_

Date deposit paid: \_\_\_\_\_ Check # \_\_\_\_\_ Receipt # \_\_\_\_\_

Keys given out on: \_\_\_\_\_ Set #: \_\_\_\_\_ Keys to be returned on: \_\_\_\_\_

Proof of rental of portable restrooms: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ N/A

Proof of A.B.C. license (if alcohol will be served) \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ N/A

Proof of liability insurance (if alcohol will be on property) \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ N/A

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# FACILITY USE AGREEMENT

This FACILITY USE AGREEMENT ("Agreement") is made between the COUNTY OF PLUMAS, a political subdivision of the State of California, hereinafter referred to as "COUNTY," and \_\_\_\_\_, hereinafter referred to as "USER."

## 1. DESCRIPTION

COUNTY hereby grants a use license to USER for that certain real property located at \_\_\_\_\_, County of \_\_\_\_\_, Plumas, State of California, otherwise known as the \_\_\_\_\_ ("FACILITY"), on the terms and conditions provided herein.

## 2. TERM

The period for use of the FACILITY is as follows [check applicable box and enter date[s]):

One-time event held on \_\_\_\_\_, between the hours of \_\_\_\_\_ and \_\_\_\_\_.

Ongoing event: Start Date: \_\_\_\_\_  
End Date: \_\_\_\_\_  
Frequency: \_\_\_\_\_  
Event Hours: \_\_\_\_\_

Licenses for ongoing weekend events (defined as those occurring on a Saturday, Sunday, or consecutive Saturday and Sunday more frequently than once per calendar quarter) are made solely on a contingency basis, with no guarantee of use on any particular weekend date. Should another party reserve a particular weekend date for a one-time event at the FACILITY at least fourteen (14) days prior to such date, then that one-time reservation shall take precedence over the ongoing weekend event and USER shall have no right to use the facility on the date of the conflicting reservation. COUNTY shall notify USER as soon as feasible, and USER shall receive a refund of any previously paid fees associated with such date. USER may resume usage of the FACILITY on the next scheduled date for which no conflicting one-time reservation exists.

## 3. FEES

The fee for use of the FACILITY for the term as set forth at Paragraph 2 above, is \$\_\_\_\_\_, per event day. For ongoing events continuing for more than one month, payment of the fees for all event days occurring within a calendar month shall be delivered in advance to the Department of Facility Services on or before the first day of such calendar month. For all other events, payment of all fees shall be made upon execution of this Agreement.

#### **4. SECURITY/CLEANING DEPOSIT**

A security/cleaning deposit of \$\_\_\_\_\_ is due and payable on execution of this Agreement. Costs incurred by the County to return the premises and property to as good a condition as existed prior to the commencement of this Rental Agreement shall be deducted from the Security/Cleaning Deposit. The balance of the Security/Cleaning Deposit, if any, shall be refunded by COUNTY to USER within twenty (20) business days following the event.

In the event USER fails to return the keys to the FACILITY within two (2) business days of the end of the event or termination date of this Agreement, USER agrees to pay \$25.00 per day until the keys are returned to COUNTY. Duplication of keys is prohibited.

#### **5. PARKING**

USER's use of the FACILITY shall include any parking lot located on the FACILITY's premises that is designated for the use of visitors to the FACILITY. COUNTY shall not be responsible for damage to property of USER or USER'S guests whether parked in the designated parking area for the FACILITY or any adjacent public parking.

#### **6. USE AND OCCUPANCY**

USER is renting the premises in its present condition. USER shall use and occupy the premises for the purpose of as noted on the application, attached hereto for informational purposes only, and not incorporated herein, as Exhibit "A". The premises shall be used for no other purpose without the written consent of COUNTY.

#### **7. UTILITIES**

COUNTY shall, at its sole expense, pay all utilities and services furnished to the premises during the term hereof. In the event USER desires telephone or other communication available at the premises, USER shall pay all such expenses.

#### **8. DAMAGES**

The USER is responsible for and shall reimburse the COUNTY for any personal injury or property damage, or loss or liability of any kind incurred by COUNTY as a result of any of the activities of USER or of USER'S guests or members, incurred in connection with USER'S use of the premises. This includes, but is not limited to, cost to have chairs cleaned, tables repaired, and custodial time to clean the FACILITY if needed. Such damages shall first be deducted from the Security/Cleaning Deposit, to the extent permitted by law, and the remaining balance shall be invoiced to USER, and shall be due and payable upon receipt.

#### **9. HOLD HARMLESS**

USER shall defend, hold harmless, and indemnify COUNTY, its elected officials, officers, employees, agents, and volunteers against all claims, suits, actions, costs, expenses (including, but not limited to, reasonable attorney's fees of County Counsel and counsel retained by County, expert fees, litigation costs, and investigation costs),

damages, judgments, or decrees by reason of any person's or persons' bodily injury, including death, or property (including property of County) being damaged by the negligent acts, willful acts, or errors or omissions of the USER or any officer, employee, agent, or volunteer of USER during the event as set forth above, except when the injury or loss is caused by the sole negligence or intentional wrongdoing of County.

## **10. INSURANCE**

Upon execution of this Agreement, USER shall provide proof of insurance. Insurance coverage must be from an insurance carrier authorized to transact business in the State of California, and shall be maintained continuously during the term of this Agreement. Such coverage shall be commercial general liability insurance or special event liability insurance with limits of liability of not less than \$1 million combined single limit bodily and property damage; such insurance shall be primary as to any other insurance maintained by the County. All insurance shall include an endorsement or an amendment to the policy of insurance which names COUNTY, its elected officials, officers, employees, agents, and volunteers as additional insured and provides that the coverage shall not be reduced or canceled without 30 days written prior notice certain to the County

## **11. RESPONSIBILITY OF USER**

The USER agrees to assume full responsibility for the conduct of its members, agents, participants, customers, employees and guests, and all other persons who visit or use the facility in connection with USER's rental thereof.

## **12. RULES**

USER shall comply with the "Rules and Regulations for Plumas County Facilities and Grounds" (Exhibit "B"), which is attached hereto and incorporated herein.

## **13. ALCOHOLIC BEVERAGES ON PREMISES**

If USER wishes to serve alcoholic beverages at the FACILITY, USER shall first obtain all necessary permits from the Department of Alcoholic Beverage Control, or any other agency having jurisdiction over the service of alcohol. USER shall defend and hold harmless the COUNTY against any and all claims suits, actions, costs, expenses, (including, but not limited to, reasonable attorney's fees of County Counsel and counsel retained by COUNTY, expert fees, litigation costs, and investigation costs), damages, judgments, or decrees by reason of any person's or persons' bodily injury, including death, or property damage (including property of COUNTY) arising out of the service and/or consumption of alcoholic beverages at the FACILITY. USER shall maintain liquor liability insurance with limits of liability of not less than \$1 million combined single limit bodily and property damage throughout the period during which alcoholic beverages are served at the FACILITY. Such insurance shall include an endorsement or an amendment to the policy of insurance which names Plumas County, its elected officials, officers, employees, agents, and volunteers as additional insured.

## 14. SECURITY GUARDS AND CHAPERONES

- Security guards/chaperones are not required.
- Security guards/chaperones are required, and USER agrees to comply with the terms of Exhibit C, attached hereto.

## 15. CANCELLATION; REVOCATION OF LICENSE

### A. By USER.

~~This Agreement may be canceled without penalty if confirmed in writing to the Plumas County Department of Facility Services Works fourteen (14) days prior to the date of the event (or, in the case of ongoing events, prior to the effective termination date). Users who cancel less than fourteen (14) days before the date of a one-time event will forfeit fifty percent (50%) of their rental fee. Renters who cancel less than forty-eight (48) hours in advance of the date of a one-time event shall forfeit the entire rental fee. For events that have not yet occurred, the Security/Cleaning Deposits shall be returned. For ongoing events, any Security/Cleaning Deposit shall be returned in accordance with the terms of Section 4 of this Agreement.~~

### B. By COUNTY in an emergency.

COUNTY may require any group using and/or renting the premises to immediately relinquish, without prior notice, the FACILITY in the event of a disaster or emergency as determined by COUNTY, or if the FACILITY is not in normal or usable condition due to situations that are beyond the control of COUNTY (e.g., emergency or mandatory repairs, maintenance work stoppages, natural disasters, etc.). In such instances, COUNTY shall notify USER as soon as possible, either verbally or in writing, and shall return the rental fee allocable to the relinquished dates. For ongoing events, USER may resume use of the FACILITY again once the disaster, emergency, or other situation has been resolved.

### C. By COUNTY without cause.

COUNTY may revoke this license for any reason, with or without cause, upon fourteen (14) days written or verbal notice to USER prior to the date of the event (or, in the case of ongoing events, prior to the effective termination date). For events that have not yet occurred, the COUNTY shall refund the use fee and security deposit in full upon revocation. For ongoing events, the COUNTY shall refund any previously paid use fees properly allocable to event dates that will be cancelled, and any Security/Cleaning Deposit shall be returned in accordance with the terms of Section 4 of this Agreement.

### D. By COUNTY for cause.

COUNTY may immediately terminate this Agreement and revoke the license granted hereunder if (1) USER fails to timely pay any fees or deposits required by this Agreement, (2) USER violates any of the terms and conditions of this Agreement, or (3) USER violates any of the "Rules and Regulations for Plumas County Facilities and Grounds" (Exhibit "B"). Any fees and deposits shall be returned as though USER voluntarily cancelled this agreement as of the date of the COUNTY's termination, in accordance with Section 14.A. above.

## **16. NOTICES**

All notices required by this Agreement to be given to either party may be given personally or by depositing the same in the United States mail, postage prepaid, and addressed to either party as set forth below and, in that event, notice shall be deemed to have been given three (3) days after mailing.

If to COUNTY:

Department of Facility Services  
198 Andy's Way  
Quincy, CA 95971

If to USER:

The mailing address listed on Exhibit "A"

## **17. ASSIGNMENT**

USER's rights pursuant to this Agreement shall not be assigned without the written approval of COUNTY.

## **18. INUREMENT**

Subject to the restrictions on assignments as herein contained, this Rental Agreement shall inure to the benefit of, and shall be binding upon the assigns, successors in interest, personal representatives, estates, and heirs of the respective parties hereto.

## **19. ENTIRE DOCUMENT**

This Agreement constitutes the entire agreement between the parties pertaining to the subject matter contained in it as it relates to all prior and contemporary agreements, representations, and understandings of the parties. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing by all of the parties. No waiver of the provisions of this Agreement shall be deemed or shall constitute a waiver of any other provisions, nor shall it be binding unless executed in writing by the party making the waiver.

## **20. ATTORNEY'S FEES AND COSTS**

The remedies provided herein are cumulative and may be enforced separately or concurrently. If any action is brought to enforce the obligations or rights of the parties under this Agreement, the prevailing party in the action will be entitled to all costs and expenses, including attorney's fees, including fees of County Counsel, incurred in the action.

By signing below, I certify that I have received a copy of **EXHIBIT B – Rules and Regulations for Plumas County Facilities and Grounds.**

IN WITNESS WHEREOF, the parties have executed this Rental Agreement on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

USER:

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COUNTY:

County of Plumas, a political subdivision of  
the State of California

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By: \_\_\_\_\_

Name:

Title:

By: \_\_\_\_\_

Name:

Title:

## EXHIBIT B

### RULES AND REGULATIONS FOR PLUMAS COUNTY FACILITIES AND GROUNDS

#### INTRODUCTION

1. These rules are applicable to all persons and organizations using COUNTY facilities and/or grounds
2. This rental agreement for use of COUNTY facilities and/or grounds is in the nature of a revocable license
3. All persons using COUNTY facilities and /or grounds do so at their own risk
4. At all times, users shall obey all federal, state and local laws applicable to the proposed use
5. Failure to obey all laws, or to meet any obligation under this agreement, shall be good cause for the COUNTY to refuse to issue similar permission to the user in the future. Any infraction of these regulations shall be cause for refusal of any further use of any facilities and/or grounds, and/or revocation of the license to use said location. County reserves the right to request any location be vacated, when in its sole discretion, it makes a determination that such action is needed as a result of non-compliance with these rules or the potential for injury to persons or property

#### DEFINITIONS

6. "Community Groups" are pre-existing, local organizations with some common tie or bond, such as a religious, social, political or service orientation. "Community Groups" include and would be similar in nature to the following organizations: Lions, Soroptimists, League of Women Voters, Republican/Democratic Parties, Elks, Kiwanis, Sorority Groups, Rainbow Girls, Daughters of American Revolution, etc. "Dances (civic community groups)" are defined as dances held by an organization meeting the above definition. Community Groups shall also include various nonprofit corporations and associations whose services or functions are for the overall benefit of the community.
7. "Commercial Enterprises" are functions held with a commercial or profit-oriented goal, and would normally have established costs or fees for participants or attendees.

#### FEES

8. All Plumas County organizations, whose memberships consist exclusively of U.S. Veterans groups, and all authorized auxiliary units of these organizations, shall have use of the Memorial Halls without charge.
9. County and City Government agencies shall have use of any location, without charge, for official meetings, elections, town meetings, and similar activities, providing said use is scheduled according to these regulations.
10. The Plumas County Board of Supervisors, upon formal request, reserves the right to waive any facility rental fees or deposits for Community Groups as defined above where such waiver will not result in a gift of public funds under California law. Both the request for and Board consideration of the request for waiver of rental fees must be made in advance before the proposed event. Requests for fee waivers may be made to the Clerk of the Board at [pcbs@countyofplumas.com](mailto:pcbs@countyofplumas.com).
11. All other users, whether public or private, individuals or groups, must pay for the use of the facilities and/or grounds according to the current COUNTY rate schedule.
12. All fees shall be payable to the County of Plumas and are to be paid at the locations designated below:

#### Facility/Grounds

#### Payment Location or Mailing Address

a) Quincy Memorial Hall	Dept. of Facility Services (530) 283-6299 M-F
County Courthouse & grounds	Dept. of Facility Services (530) 283-6299 M-F
Dame Shirley Plaza	Dept. of Facility Services (530) 283-6299 M-F
b) Chester Memorial Hall, Chester Park & Almanor Recreation Center	Kim Lund (530) 258-9568 KJ's Cleaning Service
c) Greenville Town Hall	Irene Andrews (530) 284-1586 8:00 am-4:00 pm M-F
d) Portola Memorial Hall	Bobby Rodriguez (530) 832-4173 8:00am-1:00pm M-F
e) Taylorsville Picnic area	Mike or Barbara Short (530) 251-7846 April 15-Oct 15 only

#### RESERVATIONS AND SCHEDULING

13. All Plumas County organizations, whose memberships consist exclusively of U.S. Veterans, and all authorized auxiliary units of these organizations, shall have priority with respect to scheduling and use of the Memorial Halls. This priority does not permit reservation of a facility after the County's receipt of rental fees from another party for use on a given date
14. Reservations for use shall be accepted on a first come, first serve basis. Applications for use and payment are to be received at least ten (10) business days in advance of the event and are subject to refund should the date not be used. To receive a refund, cancellations must be made at least ten (10) business days prior to the event.

#### ENTRY AND USE

15. The Applicant and event organizers are responsible for ensuring that persons attending the event comply with all rules and regulations set forth herein.
16. Entry and use of the facility/grounds is limited to only the area scheduled and approved for use
17. If the event attendance exceeds 200 persons, and no restrooms are provided at the location, user shall provide portable restroom facilities. In this case, one (1) unit per fifty (50) persons attending the event shall be provided

18. If user requires electrical power or water for events scheduled on the grounds of the County Courthouse or Dame Shirley Plaza, arrangements must be made with the Dept. of Facility Services at least five (5) days in advance.
19. Rice is not permitted to be thrown at weddings. Birdseed may be used.
20. Building furnishings, property, or equipment shall not be removed from any facility, nor shall same be loaned for use elsewhere, or altered or changed. User shall not change or disturb equipment, trees, plants or other landscaping.
21. No tape, glue or staples are to be used on any painted surfaces or marble surfaces.
22. Kitchens in the Memorial Halls and the Greenville Town Hall may not be rented or leased by individuals for commercial purposes unless said kitchens are in compliance with the "California Restaurant Act," commencing with Section 28520 of the Health and Safety Code. This requirement shall not apply to the following:
  - (a) Churches, church societies, private clubs or other non-profit associations of a religious, philanthropic, civic improvement, social, political, or educational nature, which purchase food for sale at a reasonable charge to their members or the general public at occasional (less than three (3) per year) fund raising events.
  - (b) ~~Churches, church societies, private clubs or other non-profit associations of a religious, philanthropic, civic improvement, social, political, or educational nature, which purchase food or beverages, or receive donations of same, for service without charge to their members.~~
23. Adult supervision must be maintained by at least three adults who must be on hand at all times during any use of the building or portion thereof, by youth groups or organizations.

#### **ALCOHOL USE**

24. All applicants that wish to sell alcohol at their event must obtain a special daily license from the Department of Alcoholic Beverage Control.
25. There shall be no alcoholic consumption by minors.
26. The user understands that they are responsible for any personal injury or property damage that occurs during or after the event which is related to alcohol being served and consumed at the event.
27. The minimum amount of \$1,000,000 (one million dollars) in general liability insurance covering the use of alcoholic beverages is required prior to any event serving alcohol. The COUNTY shall be named as additionally insured. The COUNTY prior to the event shall receive a certificate of insurance. The user and user's insurance shall defend the COUNTY and hold it harmless of any and all claims.

#### **AFTER THE EVENT**

28. Upon leaving the building, a check shall be made for any fire hazard, lights must be turned off and all doors and windows must be securely locked.
29. All persons and organizations using the facility and/or grounds will be held responsible for IMMEDIATE CLEAN UP AND FOR THE REMOVAL OF THEIR PROPERTY AFTER THE EVENT. The user shall immediately pick up and remove any trash, litter, debris, or personal property remaining at the conclusion of the event.
30. Any birdseed thrown outside any facility for weddings shall be cleaned up prior to the security deposit being released. All decorations shall be removed at the end of the event.
31. The County is in no way responsible for any personal or other property being brought into or left at the facility and/or grounds.
32. Keys are to be returned on first business day following the event before 4:00 p.m. Keys shall be returned to the location from which the keys were obtained.

#### **RETURN OF DEPOSIT/DAMAGE CLAUSE**

33. All persons or organizations having use of any facility and/or grounds or any portion thereof will be held strictly responsible financially for any damage.
34. The person signing this agreement for the user shall be personally responsible to the COUNTY for any failure by the user to faithfully perform his/her obligations, as described herein and in the agreement for use of the COUNTY facilities/grounds. The COUNTY may hold the person liable for any damages incurred.

# PLUMAS COUNTY FACILITY AND GROUNDS USE RATES

## MEMORIAL AND TOWN HALLS

ORGANIZATION TYPE	EVENT TYPE	STANDARD RENTAL RATE	KITCHEN RENTAL RATE	REFUNDABLE CLEANING / SECURITY DEPOSIT
VETERAN'S GROUPS	ALL	NO CHARGE	NO CHARGE	N/A
COUNTY DEPTS OR ORGANIZATIONS	MEETINGS / TRAINING	NO CHARGE	NO CHARGE	N/A
CIVIC COMMUNITY GROUPS	MEETINGS	\$15/HR - \$75/DAY	\$35	\$100
CIVIC COMMUNITY GROUPS	DANCES / DINNERS / RECEPTIONS	\$100	\$35	\$200
PRIVATE GROUPS	MEETINGS RECEPTIONS	\$100	\$35	\$200
COMMERCIAL USE	DANCES	\$400	\$50	\$200
COMMERCIAL USE	KITCHEN ONLY	N/A	\$35 / HR	\$100
COMMERCIAL USE	ALL OTHER	\$300	\$50	\$100
INSTRUCTIONAL CLASSES	DANCE/GYMNASTICS/AEROBICS ETC	\$20 / HR	N/A	\$100

## DOWNTOWN QUINCY

FACILITY OR GROUNDS	EVENT TYPE	RATE	REFUNDABLE DEPOSIT
COURTHOUSE FACILITY	PER APPROVED POLICY	\$135+\$30/ADDT'L HR	\$250
COURTHOUSE GROUNDS	ALL	\$80	\$100
DAME SHIRLEY PLAZA	ALL	\$80	\$100

## TAYLORSVILLE CAMPGROUND

GROUNDS AREA	EVENT TYPE	RATE	REFUNDABLE DEPOSIT
CAMPSITES	ALL	\$20 / NIGHT	\$200 per HORSE
PICNIC AREA RESERVATIONS	ALL \$75		

## CHESTER PARK

GROUNDS AREA	EVENT TYPE	RATE	REFUNDABLE DEPOSIT
SOFTBALL & LITTLE LEAGUE TEAMS	PER TEAM / SEASON/ TOURNAMENT	\$20 \$150	\$100
PARK RESERVATIONS	PICNICS / SHOWS ETC	\$75	
COMMERCIAL USE	ALL	\$100	\$100
PAVILLION RENTAL		\$25	
BALL FIELD LIGHTING		\$8 / NIGHT	
COURT LIGHTING	ALL	\$8 / NIGHT	
CONCESSION RENTAL		\$25	

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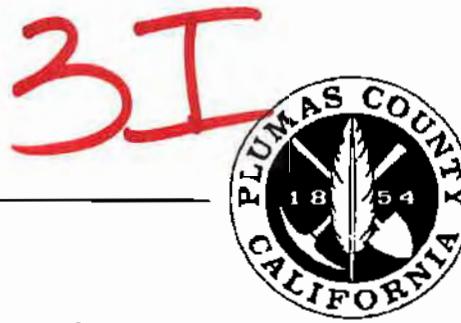
**Saturday Morning Market**

**Dame Shirley Park, Quincy**

**Lori A Ellermeyer**

**February 9, 2021**





## COUNTY ADMINISTRATOR

Gabriel Hydrick

### **AGENDA REQUEST AND STAFF REPORT**

For the March 16, 2021 meeting of the Plumas County Board of Supervisors

**Subject:** **Authorize issuance of RFP for Redistricting and Demographic services according to the 2020 Census**

**To:** Honorable Board of Supervisors, Clerk of the Board, County Counsel

**From:** Gabriel Hydrick, County Administrator

**Date:** 3/1/2021

#### **Background/Introduction:**

To continue the redistricting process, and as per Board direction on March 2, 2021, the County redistricting team has drafted a RFP for redistricting and demographic services.

#### **Finding Analysis:**

Staff finds that the changing deadlines, intricate requirements and tentative timeline necessitates the use of professional redistricting services. A RFP has been prepared for Board approval, distribution and implementation.

#### **Recommended Actions:**

Staff respectfully requests the Board to:

- Authorize staff to distribute the RFP and complete the RFP process for Redistricting and Demographic services.

Or

- Provide different direction to staff

#### **Fiscal Impact:**

Preliminary costs to hire a consultant range \$25,000 – 50,000 depending upon the scope of work. Currently there is sufficient funding in Gen Admin, Prof Services line item.

#### **Attachments:**

Attachment 'A'- Request for Proposal (RFP)

**COUNTY OF PLUMAS**

**REQUEST FOR PROPOSALS**

**FOR**

**PROFESSIONAL REDISTRICTING CONSULTANT  
SERVICES**

**RFP Submittals Due By:  
April 7, 2021**

**AT 3:00 P.M.**

**Office of the County Administrator  
Gabriel Hydrick  
520 Main Street, Rm. 309  
Quincy, California 95971  
[gabrielhydrick@countyofplumas.com](mailto:gabrielhydrick@countyofplumas.com)  
(530) 283-6446**

**INTRODUCTION**

This Request for Proposals (“RFP”) is to seek qualified firms, individuals or consultants for the County of Plumas (“County”) to evaluate the County’s district boundaries following completion of the 2020 United States Census to ensure the minimum requirements of law, including the Federal and California Civil Rights Acts, are met and, if necessary, assist the County in developing new district boundaries.

In addition, the redistricting consultant will assist the County in providing an open hearing process for public input and deliberation, including public notices and an extensive outreach program to solicit broad public participation in the redistricting public review process. The process will include hearings required by law to receive public input before the County draws any maps and hearings following the drawing and display of any proposed maps. In addition, hearings will be supplemented with other activities as appropriate to further increase opportunities for the public to observe and participate in the review process.

**BACKGROUND**

Plumas County is located near the northeast corner of California, where the Sierra and the Cascade mountains meet. The Feather River, with its several forks, flows through the County. Quincy, the unincorporated county seat, is about 80 miles northeast from Oroville, California, and about 85 miles from Lake Tahoe and Reno, Nevada. State highways 70 and 89 traverse the county.

The population of Plumas County is just under 20,000, and the Quincy area population is about 4,217. The population of the county has grown quite slowly, and with U.S. National Forests covering over approximately 80% of its area, the county has been able to maintain the lifestyle, which is so attractive to its residents and visitors.

The county boasts more than 100 lakes and 1,000 miles of rivers and streams with over a million acres of national forest. With only nine people per square mile, this rural, four seasons mountain retreat offers beauty, solitude, and clean air, making it the ideal spot for a quiet vacation.

A County team (“County team”) consisting of Elections, IT, GIS, Planning, County Counsel and the County Administrative Departments have worked to develop the scope of services for this Request for Proposals.

**SCOPE OF WORK**

The County of Plumas seeks qualified firms, individuals or contractors that have expertise in and services for:

- Local jurisdiction electoral redistricting, primarily involving counties;
- The Federal Voting Rights Act;
- The California Voting Rights Act;

- Mapping and balancing electoral districts;
- Explaining complex topics to others who may be unfamiliar in the subject matter;
- Presenting information in a public setting such public hearings and Board of Supervisor meetings;
- Analyzing statistical, demographic, and census data, to support County staff;
- Assist in outlining and/or drawing district boundaries.

Tasks and responsibilities of the selected consultant may include:

- Develop a calendar for hearings.
- Help engage the public through websites, live-feed public meetings and hearings, mapping input, development of press releases and presentations, and other opportunities as required.
- Log public outreach documents and maintain records according to legal requirements and best practices.
- Train the County team as needed in a public setting on the redistricting process, federal Voting Rights Act, California Voting Rights Act, and other applicable election laws.
- Evaluate the draft maps prepared by the County team and the public to determine whether they are population balanced and satisfy the requirements of the Voting Rights Acts.
- Provide the trainings and digital interface in an objective, non-partisan informational manner, and not attempt to persuade the participants in anyway.
- Actively participate in all meetings and public hearings scheduled by the County Board of Supervisors that address the redistricting process. Meetings may be scheduled both virtually and in-person, as permitted by public health officials.
- Upon receipt of the 2020 United States Census data, provide data summary files to the County Board of Supervisors, the County team, and make available to the public, updating any digital interface previously used for demonstration and informational purposes.
- Analyze whether the 2020 Census data requires modifications to the County Supervisorial districts.
- If so, propose new district boundaries to the County team based on public input and prioritized criteria for redistricting and satisfy the requirements of the Voting Rights Acts.
- Make modifications to the draft district boundary maps based on input from the County team and public input.
- Be receptive to feedback and work effectively with the County team and public input.
- Assist the County team as may be required in all facets of developing, adopting and implementing the final district boundary map.
- Other tasks requested by the County team that relate to the redistricting process, such as facilitating requests for additional demographic data or advising on the Voting Rights Acts.

## **REQUIRED PROPOSAL INFORMATION**

### **Technical Proposal**

1. **Cover Letter:** This letter should introduce your firm and team and should be limited to two (2) pages.
- 2 **Statement of Qualifications:** Include a statement of your firm's qualifications to perform the work associated with redistricting and applicable elections laws. The statement should include information describing three (3) completed projects of a similar size and complexity finished within the past five (5) years. Provide client contact personnel, email and telephone numbers for each project. Similar material should be provided for each sub-consultant participating in the project. This material should be limited to three (3) pages.
- 3 **Organization and Staffing:** Include an organizational chart showing your firm's project management team and their organizational relationship. Provide resumes for the project team, including a resume for the Project Manager and for each proposed sub-consultant, if applicable. Each resume should be as brief as possible, ideally no more than one (1) page in length.
4. **Scope of Work:** Provide a scope of work that describes task-by-task how you plan to accomplish the required work. Said scope should include tasks for review of work products by County staff. Effort should be made to keep the length of this section to under three (3) pages.
5. **Person Hours by Task:** Provide a table that shows your planned person hours by classification and task for all work you plan to perform.
6. **Project Schedule:** Provide a timeline that shows the planned starting time and duration of each task in your scope of work.

**Cost Proposal:** To be provided in a separate sealed envelope and separate email attachment.

1. **Cover Letter:** This letter should point out any conditions which could affect your firm's costs.
- 2 **Cost of Services:** Provide a table that shows your firm's estimated cost for the services, listed by task.
- 3 **Hourly Rates by Classification:** Provide a listing of your firm's hourly rates by classification, as well as any other cost factors which you would need to price extra work. If a flat rate is proposed, please indicate the amount.

### **PROPOSAL EVALUATION CRITERIA**

The County of Plumas intends to evaluate and rank the technical proposals received by utilizing the following criteria:

<b>Criteria</b>	<b>Points</b>
<b>Qualifications of the Firm:</b> Based on experience and projects similar to this project	15
<b>References:</b> Based on quality of references	10
<b>Staffing:</b> Based on background and experience of proposed staffing on similar projects with the proposing firm	15
<b>Schedule:</b> Based on thoroughness and reasonableness of the proposed schedule	20
<b>Scope of Work:</b> Based on the understanding of work, approach, methods, procedures, etc.	40

The proposal submitted by each firm will be ranked by County staff using the evaluation method described above. The highest ranked firm(s) will be interviewed by an evaluation team consisting of the County team, in full or in part. The technical ranking may be adjusted subsequent to the completion of the interview(s).

The final evaluation and ranking of the proposals will consider the scores from the technical review and interviews, with the final selection being based upon qualification, experience, resources, understanding of the County's requirements, approach, methods and procedures, and schedule. The highest ranked firm will be selected to negotiate an Agreement utilizing the submitted cost proposal as a starting point.

The County is not bound to select any of the firms submitting proposals, may waive any irregularities in proposals and their submittal which may be advantageous to the County, and is not liable for any costs of preparation and submittal of proposals, including any presentations made to the County.

### **GENERAL INFORMATION**

- Contract shall be for one (1) year.
- Interested respondents may obtain a copy of this solicitation by contacting the County Administrator (see contact info on cover page)
- The County reserves the right to reject any and all submittals.
- The Consultant shall provide the County with any exceptions, additions, or suggestions that will aide in the selection process.

- The proposal and this RFP shall jointly become part of the Agreement for Professional Services for this project when said agreement is fully executed by the Consultant and County.
- Consultant is obligated to provide evidence of insurance.
- Subcontractors/subconsultants (subcontractors): The Proposer may utilize the services of subcontractors on those parts of the work which, under normal contracting practices, are performed by specialty subcontractors. Unless a specific subcontractor is listed by the Proposer, Proposer is representing to County that Proposer has all appropriate licenses, certifications, and registrations to perform the work hereunder.

After submission of the proposal, the Proposer shall not award work to any unlisted subcontractor without prior written approval of the County. The proposer shall be fully responsible to the County for the performance of his/her subcontractors, and of persons either directly or indirectly employed by them.

Nothing contained herein shall create any contractual relation between any subcontractor and the County.

- A term of the Agreement will be that the individual directly responsible for Consultant's overall performance of the work will be so designated in the Agreement and that person will serve as principal liaison between County and Consultant, and attend all community meetings and all Board of Supervisors' meetings related to the redistricting process. This person shall be identified ahead of time and designated in the Agreement, and no other individual may be substituted without the prior written approval of the County Administrator or the County Administrator's designee.

### **RFP SCHEDULE**

The following is the County's tentative schedule for selection of the Consultant:

1. Issuance of RFP:	March 17, 2021
2. Deadline for RFP Submittal:	April 7, 2021 at 3:00pm
3. RFP Opening:	April 7, 2021 at 3:15pm
4. Review of Qualifications:	Week of April 5, 2020
5. Consultant Interviews (if necessary):	Week of April 12 and/or 19, 2021
6. Award of Agreement:	No later than April 30, 2021

### **SUBMITTAL**

**Six (6) printed copies and one (1) emailed digital copy of each technical and cost proposal must be received by 3:00 p.m. on April 7, 2021 at:**

County of Plumas, Office of the County Administrator  
Attn: Gabriel Hydrick  
520 Main St., Rm. 309, Quincy CA 95971  
[gabrielyhydrick@countyofplumas.com](mailto:gabrielyhydrick@countyofplumas.com)

**Please clearly mark the envelope and email subject line as follows:**

**RFP – Professional Redistricting & Demographic Consultant Services**

**The consultant's cost proposal shall be submitted in a separate sealed envelope from the submittal documents and clearly marked "COST PROPOSAL". This shall be submitted digitally via email as a separate attachment with the above title.**

## SERVICES AGREEMENT

This Agreement is made by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, by and through its County Administrator (hereinafter referred to as "County"), and [INSERT], a California Corporation hereinafter referred to as "Contractor" or "[INSERT]".

The parties agree as follows:

1. Scope of Work. Contractor shall provide the County with services as set forth in Exhibit A, attached hereto.
2. Compensation. County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed [INSERT\$].
3. Term. The term of this Agreement shall be from [INSERTDATE] through [INSERTDATE], unless terminated earlier as provided herein.
4. Termination. Either party may terminate this Agreement by giving thirty (30) days written notice to the other party.
5. Non-Appropriation of Funds. It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to Contractor or furnish any other consideration under this Agreement and Contractor shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County, or offer an amendment to Contractor to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Contractor acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
6. Warranty and Legal Compliance. The services provided under this Agreement are non-exclusive and shall be completed promptly and competently. Contractor shall guarantee all parts and labor for a period of one year following the expiration of the term of this Agreement unless otherwise specified in Exhibit A. Contractor agrees to comply with all applicable terms of state and federal laws and regulations, all applicable grant funding conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.
7. Amendment. This Agreement may be amended at any time by mutual agreement of the parties, expressed in writing and duly executed by both parties. No alteration of the terms of this Agreement shall be valid or binding upon either party unless made in writing and duly executed by both parties.
8. Indemnification. To the furthest extent permitted by law (including without limitation California Civil Code Sections 2782 and 2782.8, if applicable), County shall not be liable for, and

Contractor shall defend and indemnify County and its officers, agents, employees, and volunteers (collectively "County Parties"), against any and all claims, deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics; liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorney's fees and court costs (hereinafter collectively referred to as "Claims"), which arise out of or are in any way connected to the work covered by this Agreement arising either directly or indirectly from any act, error, omission or negligence of Contractor or its officers, employees, agents, contractors, licensees or servants, including, without limitation, Claims caused by the concurrent negligent act, error or omission, whether active or passive of County Parties. Contractor shall have no obligation, however, to defend or indemnify County Parties from a Claim if it is determined by a court of competent jurisdiction that such Claim was caused by the sole negligence or willful misconduct of County Parties.

9. Insurance. Contractor agrees to maintain the following insurance coverage throughout the term of this Agreement:

- a. Commercial general liability (and professional liability, if applicable to the services provided) coverage, with minimum per occurrence limit of the greater of (i) the limit available on the policy, or (ii) one million dollars (\$1,000,000).
- b. Automobile liability coverage (including non-owned automobiles), with minimum bodily injury limit of the greater of (i) the limit available on the policy, or (ii) two-hundred fifty thousand dollars (\$250,000) per person and five hundred thousand dollars (\$500,000) per accident, as well as a minimum property damage limit of the greater of (i) the limit available on the policy, or (ii) fifty thousand dollars (\$50,000) per accident.
- c. Each policy of commercial general liability (and professional liability, if applicable to the services provided) coverage and automobile liability coverage (including non-owned automobiles) shall meet the following requirements:
  - i. Each policy shall be endorsed to name the County, its officers, officials, employees, representatives and agents (collectively, for the purpose of this section 9, the "County") as additional insureds. The Additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13; and
  - ii. All coverage available under such policy to Contractor, as the named insured, shall also be available and applicable to the County, as the additional insured; and
  - iii. All of Contractor's available insurance proceeds in excess of the specified minimum limits shall be available to satisfy any and all claims of the County, including defense costs and damages; and
  - iv. Any insurance limitations are independent of and shall not limit the indemnification terms of this Agreement; and
  - v. Contractor's policy shall be primary insurance as respects the County, its officers, officials, employees, representatives and agents, and any insurance or self-insurance maintained by the County, its officers, officials, employees, representatives and agents shall be in excess of the Contractor's insurance and shall not contribute with it, and such policy shall contain any endorsements necessary to effectuate this provision. The primary and non-contributory endorsement shall be at least as broad as ISO Form 20 01 04 13; and

vi. To the extent that Contractor carries any excess insurance policy applicable to the work performed under this Agreement, such excess insurance policy shall also apply on a primary and non-contributory basis for the benefit of the County before the County's own primary insurance policy or self-insurance shall be called upon to protect it as a named insured, and such policy shall contain any endorsements necessary to effectuate this provision.

d. Workers Compensation insurance in accordance with California state law.

If requested by County in writing, Contractor shall furnish a certificate of insurance satisfactory to County as evidence that the insurance required above is being maintained. Said certificate of insurance shall include a provision stating that the insurers will not cancel the insurance coverage without thirty (30) days' prior written notice to the County. County reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time. Contractor shall require all subcontractors to comply with all indemnification and insurance requirements of this Agreement, and Contractor shall verify subcontractor's compliance.

10. Licenses and Permits. Contractor represents and warrants to County that it or its principals have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required for Contractor to practice its profession and to perform its duties and obligations under this Agreement. Contractor represents and warrants to County that Contractor shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required for Contractor or its principals to practice its professions and to perform its duties and obligations under this Agreement.

11. Relationship of Parties. It is understood that Contractor is not acting hereunder as an employee of the County, but solely as an independent contractor. Contractor, by virtue of this Agreement, has no authority to bind, or incur any obligation on behalf of, County. Except as expressly provided in this Agreement, Contractor has no authority or responsibility to exercise any rights or power vested in County. It is understood by both Contractor and County that this Agreement shall not under any circumstances be construed or considered to create an employer-employee relationship or joint venture.

12. Assignment. Contractor may not assign, subcontract, sublet, or transfer its interest in this Agreement without the prior written consent of the County.

13. Non-discrimination. Contractor agrees not to discriminate in the provision of service under this Agreement on the basis of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, physical or mental handicap, age, or medical condition.

14. Choice of Law. The laws of the State of California shall govern this Agreement.

15. Interpretation. This Agreement is the result of the joint efforts of both parties and their attorneys. The agreement and each of its provisions will be interpreted fairly, simply, and not strictly for or against either party.

16. Integration. This Agreement constitutes the entire understanding between the parties respecting the subject matter contained herein and supersedes any and all prior oral or written agreements regarding such subject matter.

17. Severability. The invalidity of any provision of this Agreement, as determined by a court of competent jurisdiction, shall in no way affect the validity of any other provision hereof.

18. Headings. The headings and captions contained in this Agreement are for convenience only, and shall be of no force or effect in construing and interpreting the provisions of this Agreement.
19. Waiver of Rights. No delay or failure of either party in exercising any right, and no partial or single exercise of any right, shall be deemed to constitute a waiver of that right or any other right.
20. Conflict of Interest. The parties to this Agreement have read and are aware of the provisions of Government Code section 1090 et seq. and section 87100 et seq. relating to conflicts of interest of public officers and employees. Contractor represents that it is unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement and is later discovered by the County, the County may immediately terminate this Agreement by giving written notice to Contractor.

21. Notice Addresses. All notices under this Agreement shall be effective only if made in writing and delivered by personal service or by mail and addressed as follows. Either party may, by written notice to the other, change its own mailing address.

County:

Gabriel Hydrick  
County Administrator  
County of Plumas  
520 Main St., Rm. 309  
Quincy, CA 95971  
Attention: [INSERT]

Contractor:

22. [INSERT]  
[INSERT]

23. Time of the Essence. Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary, and essential part of this Agreement.

24. Contract Execution. Each individual executing this Agreement on behalf of Contractor represents that he or she is fully authorized to execute and deliver this Agreement.

Retention of Records. Pursuant to California Government Code section 8546.7, the performance of any work under this Agreement is subject to the examination and audit of the State Auditor at the request of the County or as part of any audit of the County for a period of three years after final payment under the Agreement. Each party hereto shall retain all records relating to the performance and administration of this Agreement for three years after final payment hereunder, and Contractor agrees to provide such records either to the County or to the State Auditor upon the request of either the State Auditor or the County.